

Alexandria Redevelopment & Housing Authority

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal year 2001

Final: October 15, 2000
VA 39V02

PHA Plan Agency Identification

PHA Name: Alexandria Redevelopment and Housing Authority
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Alexandria, VA 22314
(703) 549-7115 (phone)
(703) 549-8709 (fax)

PHA Number: VA004

PHA Fiscal Year Beginning: January 1, 2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

☒ Main administrative office of the PHA

Display Locations For PHA Plans and Supporting Documents

The ARHA Plans (including attachments) are available for public inspection at:

☒ Main administrative office of ARHA, 600 North Fairfax Street, Alexandria, VA

The Supporting Documents to the ARHA plans are available for inspection at:

☒ Main business office of ARHA, 600 North Fairfax Street, Alexandria, VA

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

The mission of ARHA is to provide decent, safe, and sanitary homes for households of limited income, eliminate areas of blight, promote economic independence and create living environments that enhance the lives of its residents and all the citizens of Alexandria.

In addition, ARHA agrees with the mission of HUD as defined below:

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

B. Goals

Over the next five years ARHA has established the following goals and objectives for its Chief Executive Officer and ARHA staff:

Improve the quality of ARHA's public housing stock and increase the amount of economic diversity within our public housing communities. ARHA will work to reduce the concentration of poverty by providing communities that will attract working households. Curb appeal, unit features and site amenities will be improved to make our developments similar to their respective neighborhoods.

Improve the management of ARHA's developments to compete with market-rate housing. ARHA will institute management policies and procedures to deliver professional property management services to our residents. The level of maintenance service and physical condition of our communities will rival market-rate housing.

Provide equal opportunity in ARHA's housing stock and increase the number of accessible units and barrier free communities. ARHA will work with landlords to expand and diversify the amount of Section 8 rental opportunities within Alexandria. Future substantial renovation and redevelopment work among ARHA's housing stock

will be performed with the objective of providing additional accessible units and accessible communities.

Improve the level of services provided to ARHA residents and clients. ARHA will institute management controls and procedures to improve the delivery of its public housing and Section 8 housing assistance services. ARHA is committed to seeking and implementing community programs available to its residents, including drug elimination, youth activities, seniors programs, economic and welfare-to-work services. A special focus will be placed on increasing the number of college-bound youth from families served by ARHA.

Assist the City of Alexandria with preserving and improving the low income housing stock, as provided in Resolution 830. The one-for-one replacement requirements of the 1,150 of public housing stock will continue to be a guiding objective of ARHA.

In addition to the above, ARHA responds to the goals and objectives of HUD as follows:

PHA Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
 - ☒ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☒ Acquire or build units or developments
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
 - ☒ Improve public housing management: 85 to 95 PHAS score range.
 - ☒ Improve voucher management: 85 to 95 SEMAP score range.
 - ☒ Increase customer satisfaction:
 - ☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☒ Demolish or dispose of obsolete public housing:
 - ☒ Provide replacement public housing:
 - ☒ Provide replacement vouchers:
- ☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Increase voucher payment standards
- ☒ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs:

PHA Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:
- ☒ Designate developments or buildings for particular resident groups (e.g. elderly, persons with disabilities)

Note: The Alexandria Commission on Persons with Disabilities suggested that this objective should not be interpreted so as to create isolated communities for persons with disabilities

PHA Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households.

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.

PHA Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

Other PHA Goals and Objectives: (list below)

PHA Strategic Goal: To provide an assisted living and nursing facility for low- and moderate-income persons.

PHA Goal: To research and/or pursue any potential funds for the development of the facility.

- ☒ Objectives:
 - ☒ To co-develop a complex to include an affordable assisted living facility and nursing home, outsourcing the management to established health care providers.
 - ☒ To develop a community that is “senior friendly” featuring a large community room, computer center, salon, barber, wellness center and other design features in an effort to optimize social interaction.
 - ☒ To ensure that the facility is designed so that residents have maximum access to the transportation and other services provided by the city.

ARHA Annual PHA Plan Fiscal Year 2000

[24 CFR Part 903.7]

i. Annual Plan Type

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Alexandria Redevelopment and Housing Authority (ARHA) is one of the nations oldest public housing authorities. Established in 1939, ARHA is currently governed by a Board of Commissioners of nine members. The Board members, including one residents' representative, are appointed by the City Council of Alexandria. Day to day operations are handled by the Chief Executive Officer, William M. Dearman, and implemented by a professional staff of approximately seventy full and part-time employees.

This document serves the ARHA as its Annual Plan, for the period beginning January 1, 2001 and extending to December 31, 2001. In accordance with the 1998 Quality in Housing and Work Responsibility Act (QHWRA), this document, along with the Five Year Plan, was made available for public review on August 4, 2000, forty-five days prior to the scheduled public hearing that was held on September 18, 2000.

ARHA looks forward to a continued cooperative partnership with the Alexandria community. As expressed in our mission statement, and more particularly in our goals, ARHA plans to enhance the quality of life for our residents and all of the citizens of Alexandria. The specific policies and programs planned for satisfying of ARHA missions and goals are detailed in our Annual Plan with attachments and supporting documents.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Table of Contents

| Annual Plan | <u>Page #</u> |
|---|----------------------|
| i. Executive Summary | 7 |
| ii. Table of Contents | 8 |
| 1. Housing Needs | 11 |
| 2. Financial Resources | 19 |
| 3. Policies on Eligibility, Selection and Admissions | 20 |
| 4. Rent Determination Policies | 27 |
| 5. Operations and Management Policies | 31 |
| 6. Grievance Procedures | 32 |
| 7. Capital Improvement Needs | 33 |
| 8. Demolition and Disposition | 34 |
| 9. Designation of Housing | 35 |
| 10. Conversions of Public Housing | 36 |
| 11. Homeownership | 38 |
| 12. Community Service Programs | 39 |
| 13. Crime and Safety | 41 |
| 14. Pets (Inactive for January 1 PHAs) | 43 |
| 15. Civil Rights Certifications (included with PHA Plan Certifications) | 43 |
| 16. Audit | 43 |
| 17. Asset Management | 44 |
| 18. Other Information | 44 |

Attachments

Required Attachments:

| | | |
|-------------------------------------|--|--------------|
| <input checked="" type="checkbox"/> | Section 8 Administrative Plan | Attachment A |
| <input checked="" type="checkbox"/> | Public Housing Admissions and Continued Occupancy Plan | Attachment B |
| <input checked="" type="checkbox"/> | FY 2000 Capital Fund Program Annual Statement | Attachment C |

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2000 Capital Fund Program 5-Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

☐ Other (List below, providing each attachment name)

| | List of Supporting Documents Available for Review | |
|------------------------------------|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| X | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |

| | | |
|------------|---|--|
| X | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| X | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| X | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) <u>for the active grant year</u> | Annual Plan: Capital Needs |
| N/A | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| X | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| X | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| X | Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| X | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |

| | | |
|------------|---|---------------------------|
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| N/A | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| N/A | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Since the early 1970's, the City of Alexandria ("City") has quadrupled the number of assisted rental units for low-income households, from 1,127 units in 1974 to 4,494 units in 1998. In 1998, the City had the highest level of spending per capita on health and welfare programs of all jurisdictions in Virginia. Since then the highest level of spending has alternated between Arlington and Alexandria. The City believes that one of the reasons increases in health and human services expenditures have been greater in Alexandria is that the City has a higher percentage of assisted housing, a greater amount of rental units and lower median rents than other Northern Virginia jurisdictions.

Over the years the City has had a commitment to help provide affordable housing, but always subject to available resources. Given the significant decline in housing funding at the federal and state levels, combined with the City's own limited resources and the fact that the City has one of the highest levels of assisted rental housing in Northern Virginia, the City's housing policy focuses on striking a balance between needs and available resources. In realization of the above circumstances, the City's priorities are:

1. The Homeownership Assistance Program (HAP) assists households with incomes up to the Section 8 Low Income limits (\$50,200 for a family of four) and is funded through the CDBG and HOME programs. HAP provides a maximum second trust loan of \$25,000 for downpayment and closing cost assistance. Participants are required to live or work in the City of Alexandria and must contribute a minimum of \$2,000 towards the purchase of their home. The Moderate Income Homeownership Program (MIHP) assists households with incomes between the Section 8 Low Income limits and the Virginia Housing Department Authority's (VHDA) maximum income limits for its single-family mortgage program (currently \$79,500 for a household of three or more persons) and is funded through the City's Housing Trust Fund. MIHP provides

a maximum second trust loan of \$15,000 for downpayment and closing cost assistance. Participants are required to live or work in the City of Alexandria and must contribute a minimum of \$3,000 towards the purchase of their home.

2. To provide assistance to existing low and moderate-income homeowners for moderate and substantial rehabilitation of their homes through no-interest, deferred payment loans made by the City's Single Family Rehabilitation Loan Program.
3. The City has placed a medium priority level on emergency shelters for the homeless. No expansion of shelter facilities or additional shelter is planned, however the City's Department of Human Services will continue to oversee and/or support the existing homeless facilities and services.
4. To preserve and maintain rental housing covered under Resolution 830, where the City council directed to ARHA to insure that no public housing unit shall be demolished unless replacement public or publicly assisted housing is available.
5. With regard to the preservation or replacement of private market, project-based subsidized rental housing not covered by Resolution 830, the City will work with the owners and tenants of these projects to help convert rental units to affordable home-ownership for the existing residents. If home-ownership conversion is not feasible, the City Council may consider other alternatives, including public/private partnership efforts to preserve these units, subject to the availability of federal or state funds

The City's policy with regard to new Section 8 vouchers and certificates, tax-exempt financing, Low Income Housing Tax Credits and other similar programs is that the assistance will first be used for the maintenance and replacement of the public housing units required by Resolution 830. Increases in the City's subsidized rental stock will not be available without specific City Council authorization. In considering new proposals for subsidized rental housing, the City Council will evaluate the extent to which such new assistance may be able to serve as replacement housing for Resolution 830 units. It will also consider factors such as the characteristics of the surrounding neighborhood as well as the provision of support services by the project sponsors. The Fair Share concept will be taken into consideration with regard to new City initiatives or program expansions.

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|--------------------|--------|---------|--------------------|------|---------------|
| Family Type | Overall | Afford- ability | Supply | Quality | Access- ibility | Size | Loca- tion |
| Income <= 30% of AMI | 3,855 | N/A | N/A | N/A | N/A | N/A | N/A |
| Income >31% but <=50% of AMI | 3,737 | N/A | N/A | N/A | N/A | N/A | N/A |
| Income >51% but <80% of AMI | 3,089 | N/A | N/A | N/A | N/A | N/A | N/A |
| Elderly | 2,163 | N/A | N/A | N/A | N/A | N/A | N/A |
| Families with Disabilities | 2,215 | N/A | N/A | N/A | N/A | N/A | N/A |
| Race/Ethnicity | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

N/A: Numbers not presented in this format or on documentation available to ARHA.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year: 1989
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

| Housing Needs of Families on the Waiting List | | | |
|---|---------------|---------------------|-----------------|
| Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 1001 | | 0 for FY 1999 |
| Extremely low income <=30% AMI | 959 | 95.8% | |
| Very low income (>30% but <=50% AMI) | 37 | 3.7% | |
| Low income (>50% but <80% AMI) | 5 | .5% | |
| Families with children | 794 | 79.3% | |
| Elderly families | 27 | 2.7% | |
| Families with Disabilities | 56 | 5.6% | |
| Race/ethnicity | 47 | 4.7% | |
| Race/ethnicity | 885 | 88.4% | |
| Race/ethnicity | 48 | 4.8% | |
| Race/ethnicity | 21 | 2.1% | |
| | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 207 | 20.7% | |
| 2 BR | 437 | 43.7% | |
| 3 BR | 306 | 30.5% | |

| Housing Needs of Families on the Waiting List | | | |
|--|----|------|--|
| 4 BR | 50 | 5.0% | |
| 5 BR | 1 | .1% | |
| 5+ BR | | | |
| <p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 28 months</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> | | | |

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| <p>Waiting list type: (select one)</p> <p><input type="checkbox"/> Section 8 tenant-based assistance</p> <p><input checked="" type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p> | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 1029 | | 155 units |
| Extremely low income <=30% AMI | 898 | 87.3% | |
| Very low income (>30% but <=50% AMI) | 117 | 11.4% | |
| Low income (>50% but <80% AMI) | 14 | 1.3% | |
| Families with children | 563 | 54.7% | |
| Elderly families | 152 | 14.8% | |
| Families with Disabilities | 165 | 16.0% | |
| Race/ethnicity-W | 55 | 5.3% | |
| Race/ethnicity-B | 757 | 73.6% | |
| Race/ethnicity-H | 147 | 14.3% | |
| Race/ethnicity-O | 70 | 6.8% | |
| | | | |

| Housing Needs of Families on the Waiting List | | | |
|--|-----|-------|--|
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 314 | 30.5% | |
| 2 BR | 343 | 33.3% | |
| 3 BR | 320 | 31.1% | |
| 4 BR | 44 | 4.3% | |
| 5 BR | 5 | .5% | |
| 5+ BR | 3 | .3% | |
| <p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 1 month</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Senior Citizens)</p> | | | |

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☒ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☒ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required

- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

Strategy 2: Increase the number of affordable housing units by:

- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Adopt rent policies to support and encourage work

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- ☒ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- ☒ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☒ Other:
Continue efforts to increase housing choice of our Section 8 families through the Regional Opportunities Counseling Program (ROC).

Strategy 2: Conduct activities to affirmatively further fair housing

- ☒ Counsels section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below)
Continue efforts to increase housing choice of our Section 8 families through the Regional Opportunities Counseling Program (ROC).

Other Housing Needs & Strategies:

(2) Reasons for Selecting Strategies

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA

- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Other: (list below)
Conduct on-going meeting with HUD's Office of Fair Housing, Alexandria's Office of Housing and other local government agencies to develop new ways of meeting housing needs of the families served by ARHA.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2000 grants) | | |
| a) Public Housing Operating Fund | 1,350,000 | |
| b) Public Housing Capital Fund | 1,603,396 | |
| c) HOPE VI Revitalization | 6,447,009 | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 13,825,000 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 180,000 | |
| g) Resident Opportunity and Self-Sufficiency Grants | 200,000 | |
| h) Community Development Block Grant | 200,000 | 200,000 |
| i) Welfare to Work Grant | 700,000 | 700,000 |
| j) Other | 150,000 | 100,000 |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| CGP | 1,200,000 | 1,200,000 |
| | | |
| 3. Public Housing Dwelling Rental Income | 2,350,000 | 2,350,000 |
| | | |

| Financial Resources: Planned Sources and Uses | | |
|--|-------------------|---------------------|
| Sources | Planned \$ | Planned Uses |
| 4. Other income (list below) | | |
| Entrepreneurial Activities | 330,000 | 330,000 |
| Rental | 1,750,000 | 1,500,000 |
| Interest Income | \$70,000 | \$70,000 |
| Other | 100,000 | 100,000 |
| 4. Non-federal sources (list below) | | |
| Tax Credits | 450,000 | 350,000 |
| | | |
| | | |
| Total resources | 30,990,405 | 9,300,000 |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing?

- ☒ When families are within a certain number of being offered a unit: 25 units
☒ When families are within a certain time of being offered a unit: 60 days
☐ Other: (describe)

ARHA applies both methods depending on amount of available units. We normally invite a family in for certification when they are 25 to 50 names from the top of the Public Housing Waiting List.

b. Which non-income (screening) factors do the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Housekeeping
☒ Other (describe) Home visits may also be used.

- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list
- ☒ Community-wide list
- ☒ Site-based waiting lists – only for seniors at Ladrey Hi-rise and Park Place,
- b. Where may interested persons apply for admission to public housing?
- ☒ PHA main administrative office
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☒ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists? The family can be on all applicable lists depending on family type, size, etc.
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists?
- ☒ PHA main administrative office
- ☒ All PHA development management offices
- ☒ Management offices at developments with site-based waiting lists
- ☒ At the developments to which they would like to apply

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list?

☒ One (Note: This policy assumes the unit type offered will address physical requirements of the household (e.g., required number of bedrooms, accessibility if needed, etc.))

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions?

☒ Emergencies

☒ Overhoused

☒ Underhoused

☒ Medical justification

☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)

☒ Other:

ARHA transfers a family from the Transfer List after every four (4) vacancies have been filled by families on the Waiting List.

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year?

Former Federal Preferences:

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Substandard housing |
| <input checked="" type="checkbox"/> | Homelessness |
| <input checked="" type="checkbox"/> | High rent burden (rent is > 50 percent of income) |

Other preferences:

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Households that contribute to meeting income requirements (targeting)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

- # 1 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing
2 Owner, Inaccessibility, Property Disposition)
2 Substandard housing
2 Homelessness
2 High rent burden

Other preferences

- | | |
|-------------------------------------|--|
| 2 | Working families and those unable to work because of age or disability |
| 2 | Veterans and veterans' families |
| 1 | Residents who live and/or work in the jurisdiction |
| <input checked="" type="checkbox"/> | Households that contribute to meeting income requirements (targeting) |

4. Relationship of preferences to income targeting requirements:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | The PHA applies preferences within income tiers |
| <input checked="" type="checkbox"/> | Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements |

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admission to and Occupancy of Low Income Public Housing
- ☒ PHA briefing seminars or written materials
- ☒ Other source:
NAHRO, National Leased Housing and private training

b. How often must residents notify the PHA of changes in family composition?

- ☒ Any time family composition changes

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

d. ☒ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes?

- ☒ Additional affirmative marketing
- ☒ Actions to improve the marketability of certain developments
- ☒ Adoption or adjustment of ceiling rents for certain developments

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families?

☒ List (any applicable) developments below: All of ARHA's public housing stock, including the units at Jefferson Village and Glebe Park will require special efforts to attract and retain higher-income families. ARHA's waiting list had only two (2) families whose income was 31% or higher than median income

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families?

☒ List (any applicable) developments below:
All sites will be subject to income targeting requirements

B. Section 8

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA?

☒ Criminal and drug-related activity, more extensively than required by law or regulation

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords?

☒ Other
Previous two Landlord names and phone numbers.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged?

☒ Federal moderate rehabilitation

- b. Where may interested persons apply for admission to section 8 tenant-based assistance?

☒ PHA main administrative office

☒ Other

The current Section 8 tenant list is closed. The Section 8 Owner's Mod Rehab list is open.

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Rents are very high, language barriers, shortage of accessible units and deconcentration issues.

(4) Admissions Preferences

- a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance?

2. Which of the following admission preferences does the PHA plan to employ in the coming year?

Former Federal preferences

☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

☒ Substandard housing

☒ Homelessness

☒ High rent burden (rent is > 50 percent of income)

Other preferences

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☒ Households that contribute to meeting income requirements (targeting)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Substandard housing
- 2 Homelessness
- 2 High rent burden

Other preferences

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- 1 Households that contribute to meeting income requirements (targeting)

4. Among applicants on the waiting list with equal preference status, how are applicants selected?

- ☒ Date and time of application

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction"

- ☒ This preference has previously been reviewed and approved by HUD

6. Relationship of preferences to income targeting requirements:

- ☒ The PHA applies preferences within income tiers

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose Section 8 program administered by the PHA contained?
- ☒ Briefing sessions and written materials
- b. How does the PHA announce the availability of any special-purpose Section 8 programs to the public?
- ☒ Through published notices
- ☒ Other (list below)
Receptionist, Placement Officers, etc.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

- a. Use of discretionary policies:

- ☒ The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent?

☒ \$0

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ?

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)

☒ Yes for all developments

2. For which kinds of developments are ceiling rents in place?

☒ For all developments

3. Select the space or spaces that best describe how you arrive at ceiling rents.

☒ Fair market rents (FMR)

☒ 100 percent of operating costs for general occupancy (family) developments

- ☒ Operating costs plus debt service
- ☒ The "rental value" of the unit
- ☒ Other
Discussions with ARHA staff; landlords in nearby areas

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent?

- ☒ Any time the family experiences an income increase
- ☒ Other (list below)
Anytime the household wished to add a member to the household.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability?

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)
Review of vacancy list, number of vacant units in Alexandria and discussions with ARHA staff; discussions with nearby landlords

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

a. What is the PHA's payment standard?

- ☒ Above 100% but at or below 110% of FMR
☒ Above 110% of FMR (if HUD approved; describe circumstances below)
Note: ARHA will request 110% to 120% of FMR after rent study is completed.

b. If the payment standard is higher than FMR, why has the PHA chosen this level?

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☒ Reflects market or submarket
☒ To increase housing options for families
☒ Other
For families to retain existing units

c. How often are payment standards reevaluated for adequacy?

- ☐ Annually
☒ Other
Generally annually or if the City requests a special study.

d. What factors will the PHA consider in its assessment of the adequacy of its payment standard?

- ☒ Success rates of assisted families
☒ Rent burdens of assisted families
☒ Other
Contracts sent for nearby unassisted units moving families from high-poverty to low-poverty areas

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent?

- ☒ \$0

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

5. Operations and Management

A. PHA Management Structure

- ☒ A brief description of the management structure and organization of the PHA follows:
ARHA uses a centralized management system to operate its public housing units and Section 8 housing assistance programs.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|--|-------------------|
| Public Housing | 854 | 5% |
| Section 8 Vouchers | 620 | 2% |
| Section 8 Certificates | 616 | 2% |
| Section 8 Mod Rehab | 106 | 2% |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | N/A | |
| Public Housing Drug Elimination Program (PHDEP) | 889 | 2% |
| Economic Development and Supportive Services | 450 | 4% |
| Welfare to work Program | 250 individuals | 30% |
| Other Federal Programs(list individually) | | |
| Senior Services Coordinator | 392 units | 4% |
| Youth Leadership Program | 50 youth | 2% |

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public

housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Maintenance Manual including Pest Control and Preventative Maintenance Policies
Uniform Physical Condition Standards
ARHA Statement of Policies and Standards Governing Admission to aid Occupancy of Low Income Public Housing

(2) Section 8 Management: (list below)

Housing Quality Standards and Inspections
ARHA Administrative Plan, Section 8 certificate and Voucher Program

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process?

- ☒ PHA main administrative office
☒ Other (list below)

Write a letter to initiate grievance process to Director of Housing Operations for the Housing Program Supervisor at 600 North Fairfax Street, Alexandria, VA 22314.

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes?

☒ PHA main administrative office

☒ Other

Write a letter requesting an informal review of hearing to Director of Housing Operations or the Housing Program Supervisor.

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?
(if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

- ☒ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant?
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: Samuel Madden
2. Development (project) number: VA4-03
3. Status of grant: (select the statement that best describes the current status)
☒ Project on hold, pending resolution of litigation.

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

| Demolition/Disposition Activity Description |
|--|
|--|

| |
|--|
| 1a. Development name: |
| 1b. Development (project) number: |
| 2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/> |
| 3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (01/01/2001) |
| 5. Number of units affected: 100 |
| 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development |
| 7. Timeline for activity: a. Actual or projected start date of activity: 01/01/2000 b. Projected end date of activity: 1/31/2001 |

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management

Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

| Designation of Public Housing Activity Description |
|---|
| 1a. Development name: Ladrey Hi-rise and Park Place |
| 1b. Development (project) number: VA 4-9 and Park Place |
| 2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/> |
| 3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> |
| 4. Date this designation approved, submitted, or planned for submission: <u>(1/24/00)</u> |
| 5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan? |
| 6. Number of units affected: 208 |
| 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development |

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

| Conversion of Public Housing Activity Description |
|---|
| 1a. Development name: 1b. Development (project) number: |
| 2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) |
| 4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway |
| 5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below) |

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a

streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description: See Attachment

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants?

☒ 25 or fewer participants

b. PHA-established eligibility criteria

☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

Agreement is currently in draft form.

2. Other coordination efforts between the PHA and TANF agency.

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☒ Jointly administer programs

- ☒ Partner to administer a HUD Welfare-to-Work voucher program
- ☒ Joint administration of other demonstration program

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☒ Preference/eligibility for section 8 homeownership option participation

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

| Services and Programs | | | | |
|--|-------------------|--|--|--|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| EDSS | 80-100 | Specific criteria | ARHA Main Office | Both |
| Welfare to Work | 250 | Specific criteria | ARHA Main Office | Both |
| Senior Services Coordinator | 300 | Specific criteria | ARHA Main Office | Both |
| Youth Leadership Program | 70 | Specific criteria | ARHA Main Office | Both |
| Economic Development- Supportive Services Elderly/Disabled | 400 | Specific criteria | PHA Social Services Office | Both |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|--|--|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | 0 | 20 (09/30/99) |
| Section 8 | 125 | 85 (09/30/99) |

- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

ARHA had an original requirement of 125 FSS families. This goal was met. Presently, ARHA is maintaining the remaining FSS participants who signed Contracts of Participation for both Public Housing and Section 8.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by:
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8
Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents.
- ☒ High incidence of violent and/or drug related crime in some or all of the PHA's developments
 - ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - ☒ Residents fearful for their safety and/or the safety of their children
 - ☒ Observed lower-level crime, vandalism and/or graffiti

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents?

- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☒ Resident reports
- ☒ Police reports

3. Which developments are most affected?

James Bland
Andrew Adkins
Samuel Madden
Hopkins Tancil

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake:
- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
 - ☐ Crime Prevention Through Environmental Design
 - ☐ Activities targeted to at-risk youth, adults, or seniors
 - ☐ Volunteer Resident Patrol/Block Watchers Program
 - ☒ Other (describe below)
Resident Police Officers, Police Patrols

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities:

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☒ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? 3
5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake?
☒ Development-based accounting
☒ Comprehensive stock assessment
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☐ Attached at Attachment (File name)
☒ Provided below:

Resident Advisory Board

- 1) That these developments with problems such as screen doors, appliances, additional security, better lighting and all things necessary to improve the quality of living be given priority.
- 2) Playground equipment and trash pickup should be given priority.
- 3) Purchase recycling bins and other environmental services.
- 4) Better screening policies; some seniors in the elderly highrise are not able to live independently.
- 5) Lack of Security.
- 6) Janitorial Services at Ladrey Highrise
- 7) Purchase of a new generator for Ladrey Highrise because the elevator shuts down.
- 8) Big screen television in the community room of Ladrey Highrise.
- 9) Additional communications lines for internet access in all units.
- 10) Doorbells, all units.
- 11) Laundry facilities on the properties to accommodate residents with no washer and dryer or transportation.
- 12) Shrubbery, hedges, seasonal flowers, and grass be used to enhance the property to include trash cans.
- 13) Neighborhood networks facility that would include computer labs with access to the Internet, a quiet area for reading and homework, drug/alcohol counseling, parenting skills, soft skills and recreational space.
- 14) Security deposits that draw interest.
- 15) Rent should be based on take home pay, not gross.

3. In what manner did the PHA address those comments?



The PHA changed portions of the PHA Plan in response to comments
List changes below:

- 1) The PHA has approved a \$140,000 appliance purchase to be installed by December. Capital Improvements items are prioritized base on necessity and availability of funds.
- 2) Playgrounds will be repaired and ground cover replaced by November, 2000. Knowing this, ARHA must first take care of their roofs, doors, windows, etc. The residents also have a responsibility to service the playgrounds as it is their home.
- 3) Not in our budget at this time.
- 4) Seniors cannot be subject to criteria that other residents are not. If it is determined that a senior cannot live alone, the only method ARHA has available is the lease. ARHA will be required to go into court and see if the senior can be evicted. This is not easy and the burden of proof is great. If a senior is having serious problems, ARHA can ask the court to appoint a guardian to assist the senior. This can also be a problem because sometimes both the senior or the senior's family resist this. Further, federal fair housing laws prevent ARHA from imposing in special conditions in tenant selection criteria that are not applied to other residents because of age or disability discrimination.
- 5) Agency is purchasing.
- 6) Ladrey has the same level of janitorial services as other sites. It would not be fair to the other residents to allow Ladrey to have increased janitorial services when they cannot. If there are specific problems related to tenants or areas at Ladrey, these should be brought to the attention of the resident manager.
- 7) ARHA to contract with engineers to assess the source of the problems. If the generator should need replacement, \$20,000 is budgeted for FY 2000.
- 8) Currently there are no funds to purchase a big screen television. It should be noted that Ladrey is the only site where televisions are provided at all. If the Ladrey Highrise Advisory Board would like to raise funds to purchase such a television, ARHA will assist them with the fundraising activities.
- 9) We will explore the possibility but it is not in the budget at this time again keeping in mind that things have to be prioritized based on necessity and availability of funds.

- 10) At this time, this is not a possibility due to lack of funds. Generally, it is not a common practice to have doorbells because of the costs of installation and maintenance. At Ladrey, there is the intercom system which is effective if used properly. After other required maintenance is completed, this can be looked at again in the future but more resident input is necessary because some residents may seem them as “attractive nuisances” which may be misused by children who play with them.
- 11) At the time many sites were built, there was no space for laundry facilities. Some sites have absolutely no space for them and it would not be cost effective nor practical with such a long waiting list to give up a unit for laundry. This is another issue that may not be cost effective however desirable. For areas that have the space for laundry facilities, consideration may be given in the future for their installation.
- 12) Landscaping PHA-Wide contract to be signed September 25, 2000 to be completed by March, 2001. 96-gallon cans purchased through the City of Alexandria stenciled with addresses and installed by November, 2000. Seasonal flowers are the responsibility of the residents, also, they have a responsibility to assist in the upkeep of the property.
- 13) Currently under the drug elimination grants, ARHA has run the Alternative Learning Center at 910 Montgomery Street and it has five computers. These computers are under-utilized by the adult population. All have internet access. There are also computers at Ladrey Highrise building which are used by seniors. ARHA is in the process of developing other opportunities for computer access and possibly additional computers and programs to accommodate residents. ARHA is reviewing the possibility of creating a Family and Technology Center with HOPE VI grant funds.
- 14) Security deposits interest is controlled by State of Virginia law. ARHA follows the same policy as other private landlords.
- 15) ARHA must calculate rent based on the federal requirements which mandate the use of gross income. ARHA uses gross income and backs away applicable deductions to end up with adjusted income which is the basis of the income calculation. This is a regulatory matter which is controlled by Congress.

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
Resident Board member representative is appointed by the City Council of Alexandria.

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot:

- ☒ Candidates could be nominated by any adult recipient of PHA assistance
- ☒ Self-nomination: Candidates registered with the PHA and requested a place on ballot

b. Eligible candidates:

- ☒ Any recipient of PHA assistance

c. Eligible voters:

- ☒ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (City of Alexandria)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:
- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Minutes from the ARHA Public Hearing on the Annual and Five Year Plan

Hearing was held at Ladrey High Rise on September 18, 2000 at 7:30 p.m.

Board Members in Attendance: Michele I. Chapman, Chairperson; Carlyle C. Ring Jr.; and Judge Curtis L. Wagner, Jr.

Staff: William M. Dearman, Chief Executive Officer; ARHA Directors; ARHA staff.

The Chairperson convened the public hearing at 7:35 p.m. stating that the public hearing had been advertised on August 4, 2000 and that the purpose of the hearing was to receive comments on the Annual and Five Year Plans. The Chairperson stated there were 28 components for the Annual Plan which allowed for local viability and input on matters relating to Public Housing, Section 8, ARHA services, maintenance, development, hours, etc.

The CEO, William M. Dearman, stated that the final plan was due October 15, 2000. He reminded the group that the requirements of HUD included receiving public comment. He stated that staff will evaluate the comments, and incorporate what was feasible. He continued that ARHA staff had a couple of meetings with the Resident Advisory Board (RAB) for their input. He stated that staff will review the comments and would present them to the ARHA Board by the end of the week. He recognized the work of Ms. Tolliver, Ms. Pheney, and Ms. Veitch who had participated with the RAB board and who were in attendance at the public hearing. Mr. Dearman also mentioned Ms. Patrice Hall was not present but as President of RAB had assisted staff with comments as well.

The Chairperson then asked who had signed the forms to speak. There was only one form from Mrs. Tolliver. Mrs. Tolliver listed 13 areas that the RAB board commented on after a review of the plan. Ms. Lennox stated that the comments were incorporated into the plan on Pages 44 and 45 for public review. She also stated she would review the comments with other

ARHA staff. Ms. Lennox mentioned that ARHA had spent a significant amount of money on appliances and that ARHA was in the process of purchasing 96 gallon stenciled trash cans for each development and unit. She continued that there was \$20,000 allocated for the Ladrey generator. Landscaping would be addressed after the gas line work had been completed. She also mentioned that some of the requests for community services would be addressed by the HOPE VI redevelopment plans.

Ms. Lennox continued that a new goal had been added for page 6 that would affect low and moderate income families. She continued that the Housing Needs chart had been changed because of the opening of the Public Housing Waiting List. She also stated that she anticipated there would be some financial revisions after Jeffrey Bennet completed his review.

Commissioner Ring inquired as to when the RAB comments were received. The CEO responded today (September 18, 2000). The Chairperson reminded the other Board members that they would receive the comments by the end of the week.

Commissioner Ring asked what had been done about coordinating some requests with existing services?

The CEO responded that Samuel Madden downtown redevelopment would have at least 52 public housing units that will have Internet access. He stated that the redevelopment plan would include a Family Investment and Technology Center using HOPE VI funds as one source. He stated that the Learning Center will be the computer hub until the Family Investment and Technology Center was created. He mentioned that Mrs. Tolliver was one of the first seniors to use the computer and that there had been weekly classes that were well attended when ARHA had staff to teach. He continued that a drug elimination counselor had been hired but currently was working with the Learning Center.

Commissioner Ring stated that what he was asking was related to the availability of computers and how ARHA would cooperatively work with the school system.

The CEO stated that currently ARHA was working very effectively with the Boys and Girls Clubs and the Charles Houston Center; and that both groups have assisted in providing services to ARHA families but that was not enough. He continued that with additional funding coming from areas such as the State of Virginia or a Bill Gates type, it may be possible to bring people into a computer class and after finishing the computer class, it may be possible to let the participant keep the computer. He continued that the Learning Center would be the catalyst but that ARHA was in the process of upgrading the Director's salary to find a regular director that will make the inroads into that field.

Chairperson Chapman asked if there were any other comments? The CEO replied that ARHA would continue to work with RAB, hopefully on a monthly basis.

Chairperson Chapman again requested if there were any other speakers who wanted to address concerns that had not signed up to speak. She thanked everyone for coming and closed the public hearing at 8:00 pm.

FOLLOW UP PLAN 2000 - R.A.S.S.

Maintenance and Repair

ARHA has completed annual inspections of all public housing units. The work orders generated by the inspections will be abated by private contractors by January, 2001. Also, ARHA has developed and adapted policies for Preventive Maintenance and Pest Control.

Survey Communication Section

The ARHA has selected a vendor through a Cooperative Purchasing Agreement with the City of Alexandria to supply and install a new Communication System. ARHA will receive all new phones with voice mail and automatic voice response (AVR) capability by December, 2000.

Applicants will be able to call and, though AVR, find out where they are on the waiting list. This should reduce the volume of calls to Placement Officers, freeing them up to handle other callers.

Survey Safety Section

ARHA has selected a vendor and is prepared to enter into a contract for addition/repair of exterior lighting in all developments. This work should be completed by December, 2000. Trees have been trimmed and pruned back to eliminate indefensible spaces. ARHA Staff plans to work with the City's Police Department to complete a Crime Prevention through Environmental Design "CPTED" survey for each ARHA development.

Survey Neighborhood Appearance Section

ARHA has recently received Board Resolution to enter into a \$275,000 + contract for landscape service in all developments. The work is scheduled to be completed by March, 2000.

Attachments

ATTACHMENT A ADMISSIONS POLICY FOR DECONCENTRATION

According to recent information provided by the Washington, DC Council of Governments (COG), poverty has been defined in the Washington, DC metro area as follows:

Low poverty is a census tract with less than 10% of the households below the poverty level.

Medium poverty census tracts are any with household poverty levels greater than 10% but less than 25% of all of the households in that census tract.

High poverty census tracts exist where more than 25% households are below the defined poverty level.

Maps and census tracts charts provided by the Council of Governments indicate that there are no high poverty areas within the City of Alexandria. There are two large areas of medium poverty. These areas are within walking distance from the Alexandria Redevelopment and Housing Authority (ARHA), located up near Washington Street and Duke Street, crossing over and traveling upward from Washington Street on King Street. The other area with medium poverty is located near the Mt. Vernon area along the border of Arlington County, sometimes called Arlandria. Specific Census Tracts with medium poverty listed are 2012.03 with 16.2% poverty (Medium), 2012.04 with 18.8% poverty (Medium); 2016 with the highest level of poverty at 22.6% (Medium), and 2019 with 14.6% poverty (Medium).

Some of the poverty located at The Berg (Samuel Madden downtown) will be altered with the redevelopment of the site. Currently, there are 100 low income families that reside at the site and only 52 will return. Others will be relocated to replacement public housing sites that will be in neighborhoods without high concentration of poverty.

To comply with the requirements of the 1998 Quality Housing and Work Responsibility Act (QHWRA) ARHA will implement the income requirements to de-concentrate the very low-income households that live within our communities. Specifically, ARHA will select at least 40% of its families with incomes at or below 30% of the median income, but the remaining 60% of the units will be marketed to households with incomes higher than 31% but less than 80% of the area median income. This will alter the existing family conditions in some of the public housing sites in census tracts that have medium poverty.

For Section 8, there is a two-prong approach: Reduction of units leased in higher poverty areas and referrals to regional counseling programs. First, efforts have been underway to reduce the number of Section 8 units in the Mt. Vernon area particularly near the Glebe Park

public housing and market rate units. As families are coming up for renewal, they are referred to the second approach that ARHA is utilizing, and that being the Regional Opportunity Counseling program. The goal is to educate the participants in locating housing in other parts of the City of Alexandria and the region.

The Housing Counseling Consortium (HCC) is comprised of the City of Alexandria, Prince George's County, Arlington County, Fairfax County, Prince William County, The District of Columbia, the City of Manassas, Montgomery County and the City of Rockville, Maryland. The Metropolitan Washington Council of Governments (COG) is the lead non-profit organization handling the day-to-day operations of the ROC program along with the housing agencies. COG utilizes a number of nonprofits within the region to provide direct housing counseling services to families from each participating jurisdiction. Other activities have included landlord outreach to develop strategies to better market the Section 8 program in low poverty neighborhoods, developing a database to inventory the metropolitan rental housing stock, examination of housing agencies administrative plans, and addressing existing barriers to mobility. ROC and housing agency staff have produced a ROC video explaining the programs and brochures in English, Viet Names, and Spanish.

ARHA maintains a ROC room where the maps of Alexandria, resource books from other jurisdictions regarding housing in those regions and located in individual binders, a phone, a telephone book, and a list of vacant units and multifamily apartment complexes for Alexandria and other areas in the region.

Attachment B

Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number VA39-P004-709-00 FFY of Grant Approval: 2000

☒ Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | 160,340 |
| 3 | 1408 Management Improvements | 216,000 |
| 4 | 1410 Administration | 160,340 |
| 5 | 1411 Audit | 3,000 |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | 77,000 |
| 8 | 1440 Site Acquisition | |
| 9 | 1450 Site Improvement | 444,250 |
| 10 | 1460 Dwelling Structures | 512,000 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | |
| 12 | 1470 Nondwelling Structures | |
| 13 | 1475 Nondwelling Equipment | |
| 14 | 1485 Demolition | |
| 15 | 1490 Replacement Reserve | |
| 16 | 1492 Moving to Work Demonstration | |
| 17 | 1495.1 Relocation Costs | |
| 18 | 1498 Mod Used for Development | |
| 19 | 1502 Contingency | 30,466 |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | 1,603,396 |
| 21 | Amount of line 20 Related to LBP Activities | |
| 22 | Amount of line 20 Related to Section 504 Compliance | |
| 23 | Amount of line 20 Related to Security | |
| 24 | Amount of line 20 Related to Energy Conservation Measures | |

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|--|---|----------------------------------|----------------------------|
| HA-WIDE | Operations | 1406 | \$160,340 |
| | Management Improvements Renovations to Duke Street Facility | 1408 | \$216,000 |
| | Administration Technical and Non-Technical Salaries | 1410 | \$160,340 |
| | Fees & Costs Professional Services | 1430 | \$80,000 |
| PHA-WIDE Site Improvements | Sidewalks Repaired, Reseal and Restripe Parking Lots, Install site trash cans, and benches | 1460 | \$421,750 |
| VA 4-15 Jefferson Village | Replace Exterior Lighting | 1450 | \$22,500 |
| VA 4-5 Ramsey Homes | Replace Existing Wood Flooring with Vinyl Composition Tile | 1460 | \$84,000 |
| VA 4-8 Andrew Adkins | Replace Roofs & Remodel Bathrooms | 1460 | \$161,000 |

| | | | |
|----------------------------|--|------|-----------|
| VA 4-10 Scattered Sites | Replace gas-fired furnace with Central Heating and Air Conditioning Replace Wood Flooring with Vinyl Composition Tile Repaint Interior Replace Stair Threads | 1460 | \$267,000 |
| HA-Wide | Contingency | 1502 | \$30,466 |

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|--|--|---|
| HA-Wide Operations | 6/2002 | 12/2004 |
| Management Improvements | 6/2002 | 12/2004 |
| Administration | 6/2002 | 12/2004 |
| Fees & Costs | 6/2002 | 12/2004 |
| HA-Wide Site Improvements | 6/2002 | 12/2004 |
| VA 4-5 Ramsey Homes | 6/2002 | 12/2004 |
| VA 4-8 Andrew Adkins | 6/2002 | 12/2004 |
| VA 4-10 Scattered Sites | 6/2002 | 12/2004 |
| VA 4-15 Jefferson Village | 6/2002 | 12/2004 |
| HA-Wide Contingency | 6/2002 | 12/2004 |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|--|---|---------------------|----------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| PHA-WIDE | Management Improvements | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost |
| Management Improvements | | | 1/2002 |
| Management Improvements | | | 1/2003 |
| Management Improvements | | | 1/2004 |
| Management Improvements | | | 1/2005 |
| Total estimated cost over next 5 years | | | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|--|---|---------------------|----------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| PHA-WIDE | Operations | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost |
| Agency Operations | | | 1/2002 |
| Agency Operations | | | 1/2003 |
| Agency Operations | | | 1/2004 |
| Agency Operations | | | 1/2005 |
| Total estimated cost over next 5 years | | | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PHA-WIDE | Administration | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Administration | | | 160,340 | 1/2002 |
| Administration | | | 160,340 | 1/2003 |
| Administration | | | 160,340 | 1/2004 |
| Administration | | | 160,340 | 1/2005 |
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Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|--|--|---------------------|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PHA-WIDE | Cleaning Exterior and Brick Re-Painting | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Cleaning up Exterior and Brick Re-Painting | | | \$267,437.25 | 1/2003 |
| Total estimated cost over next 5 years | | | \$267,437.25 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|--|--|---------------------|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| PHA-WIDE | Handicapped Modifications | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Handicapped Modifications | | | \$306,980 | 1/2002 |
| Total estimated cost over next 5 years | | | \$306,980 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|--|--|---------------------|----------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| VA 4-8 | Andrew Adkins | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost |
| Repair/Replace Roofs | | | \$71,000 |
| Remodel Bathrooms | | | \$110,000 |
| Replace Flooring | | | \$88,720 |
| Repaint Interior | | | \$141,297.25 |
| Clean and Repaint Exterior Brick | | | \$90,000 |
| Relocation of Resident | | | \$444,000 |
| Total estimated cost over next 5 years | | | \$784,017.25 |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|--|---|---------------------|----------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| VA 4-5 | Ramsey Homes | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost |
| Replace Flooring | | | \$60,000 |
| Repaint Interior | | | \$24,000 |
| Relocation of Resident | | | \$23,000 |
| Total estimated cost over next 5 years | | | \$107,000 |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|--|---|---------------------|----------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| VA 4-10 | Scattered Sites | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost |
| Repair/Replace Gutters & Downspouts Replace Exterior Doors | | | 5/2002 |
| | | | 5/2002 |
| Total estimated cost over next 5 years | | | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | | |
|---|--|----------------------------|-----------------------------------|-----------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | | |
| VA 4-3 | Samuel Madden Homes | | | | |
| Description of Needed Physical Improvements or Management Improvements | | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Replace Entrance Steps | | | | \$18,300 | 6/2004 |
| Replace Roofing | | | | \$35,000 | 6/2004 |
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| Total estimated cost over next 5 years | | | | \$73,300 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|--|---|---------------------|----------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| VA 4-7 | James Bland Addition | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost |
| Replace furnaces and thermostats | | | \$74,980 |
| Total estimated cost over next 5 years | | | \$74,980 |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|--|--|---------------------|----------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| VA 4-11 | Scattered Sites | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost |
| Repaint Interior | | | \$45,000 |
| Replace exterior doors | | | \$132,000 |
| Replace stair threads | | | \$6,000 |
| Total estimated cost over next 5 years | | | \$183,000 |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|--|--|---------------------|----------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| VA 4-12 | Scattered Sites | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost |
| Renovate kitchen | | | \$307,500 |
| Relocate Resident | | | \$90,000 |
| Total estimated cost over next 5 years | | | \$397,500 |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|--|--|---------------------|----------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| HA-WIDE | Site Improvement | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Sidewalk Repairs | | | \$206,617.25 | 5/2004 |
| Landscape Improvement | | | \$51,280 | 5/2005 |
| Total estimated cost over next 5 years | | | \$257,897.25 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | | |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| VA 4-13 | Saxony Square | | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| Replace furnace and thermostats | | | \$10,000 | 4/2002 |
| Total estimated cost over next 5 years | | | \$10,000 | |

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

| Optional 5-Year Action Plan Tables | | | |
|--|--|---------------------|----------------------------|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |
| VA 4-4 | James Bland Homes | | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost |
| Painting Interiors | | | \$222,000 |
| Flooring | | | \$200,000 |
| Temporary Relocation of Resident | | | \$250,000 |
| Total estimated cost over next 5 years | | | \$422,000 |

**THE ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY
ADMINISTRATION PLAN
SECTION 8 POLICIES AND PROCEDURES**

TABLE OF CONTENTS

CHAPTER 1

STATEMENT OF POLICIES AND OBJECTIVES

- I. STATEMENT OVERALL APPROACH AND OBJECTIVES IN ADMINISTERING
THE SECTION 8 CERTIFICATE/VOUCHER PROGRAM 1-1**
- II. PURPOSE OF THE PLAN 1-2**
- A. FAIR HOUSING POLICY 1-3**
- B. PRIVACY RIGHTS 1-5**
- C. STATEMENT OF LOCAL OBJECTIVES 1-5D. RULES AND REGULATIONS 1-5**
- E. REFERENCE 1-6**

CHAPTER 2

ABOUT THE AUTHORITY

- A. ORGANIZATIONAL SETUP 2-1**
- 1. HOUSING PROGRAM SUPERVISOR 2-1**
- 2. THE INTAKE FUNCTION 2-1**
- 3. THE INSPECTION FUNCTION 2-2**
- 4. THE RECERTIFICATION FUNCTION 2-2**
- 5. FINANCIAL 2-3**
- B. DESCRIPTION OF PROGRAM OFFERED 2-3**
- C. LEGAL JURISDICTION 2-3**

CHAPTER 3

OUTREACH PROCEDURES

- A. FAMILY OUTREACH 3-1**
- B. OWNER OUTREACH 3-1**
- C. OUTREACH AND ADVERTISING 3-2**

CHAPTER 4

ELIGIBILITY FOR ADMISSION

- A. FAMILY COMPOSITION 4-1**
- B. INCOME LIMITATIONS 4-3**
- C. MANDATORY SOCIAL SECURITY NUMBERS 4-4**
- D. OTHER CRITERIA FOR ADMISSION 4-5**
- E. RESIDENCY PREFERENCE 4-7**

- F. SUITABILITY OF FAMILY 4-7**
- G. PROHIBITED ADMISSIONS CRITERIA 4-7**
- H. CHANGES WHICH OCCUR BETWEEN FINAL ELIGIBILITY DETERMINATION AND CONTRACT EXECUTION DATE 4-8**

CHAPTER 5

APPLYING FOR ADMISSION

- A. APPLICATION PROCEDURES 5-1**
- B. OPENING/CLOSING OF APPLICATION TAKING 5-2**
- C. PREAPPLICATION PROCEDURES 5-3**
- D. NOTIFICATION OF FAMILY STATUS 5-4**
- E. COMPLETION OF A FULL APPLICATION 5-4**
- F. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY 5-6**
- G. PREFERENCE DENIAL 5-6**

CHAPTER 6

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

- A. APPLICATION POOL 6-1**
- B. WAITING LIST PREFERENCES 6-3**
- C. PREFERENCE ELIGIBILITY AND ORDER OF SELECTION 6-3**
- D. REOPENING OF WAITING LIST FOR PREFERENCES 6-4**
- E. MAINTAINING THE WAITING LIST 6-4**
- F. UPDATING THE WAITING LIST 6-4**
- G. FINALIZING THE DETERMINATION 6-5**
- H. OFFERS OF A VOUCHER 6-5**

CHAPTER 7

OCCUPANCY STANDARDS

- A. VOUCHER SIZE ISSUED 7-1**
- B. WHEN CHANGES ARE TO BE MADE 7-2**
- C. UNIT SIZE SELECTED 7-3**

CHAPTER 8

INCOME CONSIDERATIONS AND DETERMINATION OF TOTAL TENANT PAYMENT

- A. GENERAL POLICY 8-1**
 - 1. SPECIAL FAMILY CIRCUMSTANCES 8-1**
 - 2. ABSENT PARENTS FROM HOUSEHOLD 8-2**
 - 3. SPOUSAL DEPARTURE 8-2**
 - 4. ADULT CHILD 8-3**
 - 5. JOINT CUSTODY OF CHILDREN 8-4**

| | | | |
|----|---|------|------|
| 6. | VISITORS | 8-4 | |
| 7. | ADULT FAMILY MEMBERS OTHER THAN SPOUSE | | 8-4 |
| B. | AVERAGING INCOME | 8-5 | |
| C. | MINIMUM INCOME | 8-6 | |
| D. | TEMPORARILY ABSENT FAMILY MEMBERS' INCOME | | 8-6 |
| E. | INCOME OF A PERSON PERMANENTLY CONFINED TO A NURSING HOME | | |
| | | 8-6 | |
| F. | REGULAR CONTRIBUTIONS AND GIFTS | 8-6 | |
| G. | ALIMONY AND CHILD SUPPORT | 8-7 | |
| H. | LUMP SUM RECEIPTS | 8-7 | |
| I. | CONTRIBUTIONS TO RETIREMENT FUNDS | | 8-8 |
| J. | GRANTS AND SCHOLARSHIPS | 8-9 | |
| K. | INCOME EXCLUSIONS | 8-9 | |
| L. | ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE | | 8-10 |
| M. | CHILD CARE EXPENSES | 8-10 | |
| N. | MEDICAL EXPENSES | 8-11 | |

CHAPTER 9

VERIFICATION PROCEDURES

| | | | |
|----|----------------------------------|------|------|
| A. | GENERAL POLICY | 9-1 | |
| B. | METHODS OF VERIFICATION | | 9-1 |
| C. | OTHER VERIFICATION METHODS | | 9-2 |
| D. | RELEASE OF INFORMATION | | 9-3 |
| E. | COMPUTER MATCHING | 9-3 | |
| F. | ITEMS TO BE VERIFIED | 9-3 | |
| G. | MINIMUM INCOME AND RENT | | 9-4 |
| H. | ACCEPTABLE FORMS OF VERIFICATION | | 9-4 |
| I. | RESIDENCY PREFERENCE | 9-12 | |
| J. | VERIFYING FACTORS OF ELIGIBILITY | | 9-12 |

CHAPTER 10

BRIEFING OF FAMILIES AND ISSUANCE OF VOUCHERS

| | | | |
|----|---|------|------|
| A. | BRIEFINGS | 10-1 | |
| B. | SECURITY DEPOSIT REQUIREMENTS | | 10-5 |
| C. | VOUCHER ISSUANCE | 10-6 | |
| D. | TRANSITIONS FROM CERTIFICATES TO VOUCHERS (INTERCHANGE ABILITY) | | |
| | | 10-7 | |
| E. | PORTABILITY | 10-7 | |

CHAPTER 11

LOCATING SUITABLE HOUSING

| | | | |
|----|-------------------------------------|--|------|
| A. | RESPONSIBILITY FOR LOCATING HOUSING | | 11-1 |
|----|-------------------------------------|--|------|

- B. ELIGIBLE TYPES OF HOUSING 11-1
- C. REQUEST FOR LEASE APPROVAL AND LEASE 11-2

CHAPTER 12

HOUSING QUALITY STANDARDS AND INSPECTIONS

- A. GENERAL PURPOSE 12-1
- B. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS 12-1
- C. RENT REASONABLE TEST 12-2
- D. CLEARHOUSE DEFICIENCIES 12-4

CHAPTER 13

LEASE APPROVAL AND HAP/VOUCHER CONTRACT EXECUTION

- A. DOCUMENTS SUBMITTED 13-1
- B. FAIR MARKET RENT LIMITATIONS 13-1
- C. RENT REASONABLENESS DETERMINATION FOR VOUCHERS 13-1
- D. LEASE APPROVAL/DISAPPROVAL 13-2
- E. HAP CONTRACT EXECUTION 13-4

CHAPTER 14

FINANCIAL/OWNER PAYMENT

- A. FINANCIAL PAYMENTS 14-1
- B. OWNER PAYMENT IN THE CERTIFICATE PROGRAM 14-1
- C. OWNER PAYMENT IN THE VOUCHER PROGRAM 14-1
- D. MAKING PAYMENTS TO OWNERS 14-1

CHAPTER 15

UTILITIES

- A. UTILITY ALLOWANCE 15-1
- B. UTILITY REIMBURSEMENT PAYMENTS 15-1

CHAPTER 16

ANNUAL ACTIVITIES

- A. ANNUAL RECERTIFICATION 16-1
- B. ANNUAL HQS INSPECTION 16-3
- C. RENT INCREASES BY OWNER 16-10
- D. ~~RENT DECREASES IN THE CERTIFICATE PROGRA~~ ~~16-10~~

CHAPTER 17

INTERIM RECERTIFICATION

- A. REQUIRED CHANGES TO REPORT FOR CERTIFICATE AND

| | |
|----------------------------|------|
| VOUCHER PROGRAMS | 17-1 |
| B. FORMS USED FOR INTERIMS | 17-2 |
| C. TIMELY REPORTING | 17-3 |

CHAPTER 18

HOUSING QUALITY STANDARDS SPECIAL INSPECTIONS 18-1

| | |
|-----------------------------|------|
| A. GENERAL POLICY | 18-1 |
| B. EMERGENCY REPAIR ITEMS | 18-2 |
| C. ABATEMENT | 18-3 |
| D. HAP CONTRACT TERMINATION | 18-3 |

CHAPTER 19

TERMINATION AND FAMILY MOVES

| | |
|---|------|
| A. FAMILY MOVES | 19-1 |
| B. REMAINING MEMBER OF TENANT FAMILY | 19-2 |
| C. VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLD | 19-3 |
| D. OWNER TERMINATION OF TENANCY | 19-3 |
| E. OWNER NOTICE OF TERMINATION TO MOVE | 19-5 |
| F. FAMILY MISREPRESENTATION | 19-5 |
| G. DISAPPROVAL OF OWNER PARTICIPATION | 19-5 |
| H. CHANGE OF OWNERSHIP | 19-6 |

CHAPTER 20

DENIAL OR TERMINATION OF ASSISTANCE

| | |
|---|------|
| A. GENERAL POLICY | 20-1 |
| B. TERMINATION OF ASSISTANCE DUE TO ABSENCE OF THE FAMILY FROM THE UNIT | 20-3 |
| C. CRIMINAL ACTIVITY | 20-3 |
| D. OTHER CONDITIONS AND PROCEDURES FOR TERMINATION OF ASSISTANCE | 20-4 |
| E. ZERO (\$0) ASSISTANCE TENANTS | 20-5 |

CHAPTER 21

MOVE-OUT INSPECTIONS 21-1

CHAPTER 22

OWNER CLAIMS

| | |
|----------------------|------|
| A. UNPAID RENT | 22-1 |
| B. DAMAGES | 22-2 |
| C. VACANCY LOSS | 22-2 |
| D. PROCESSING CLAIMS | 22-3 |

CHAPTER 23
REPAYMENT AGREEMENTS

- A. REPAYMENT AGREEMENT GENERAL CONDITIONS 23-1**
- B. METHODOLOGY FOR SPECIAL CLAIMS 23-1**
- C. REPAYMENT AGREEMENTS FOR FRAUD/NON-REPORTING OF INFORMATION 23-2**
- D. UNREPORTED INCOME REPAYMENT AGREEMENT 23-3**
- E. OWNER FRAUD AND PROGRAM ABUSE 23-4**

CHAPTER 24
COMPLAINTS AND APPEALS

- A. GENERAL POLICY 24-1**
- B. INFORMAL REVIEW PROCEDURES FOR APPLICANTS 24-1**
- C. INFORMAL HEARING PROCEDURES FOR SECTION 8 PARTICIPANTS 24-1**

CHAPTER 25
MISSED APPOINTMENTS 25-1

CHAPTER 26
TRANSFER POLICY 26-1

CHAPTER 27
MONITORING PROGRAM PERFORMANCE 27-1

CHAPTER 28
APPLICABLE PAYMENT STANDARDS FOR THE VOUCHER PROGRAM

- A. INITIAL APPLICABLE PAYMENT STANDARDS (APS) 28-1**
- B. AFFORDABILITY ADJUSTMENTS 28-1**

CHAPTER 29
ADMINISTRATIVE RESERVE 29-1

APPENDIX 1
FAIR MARKET RENTS AND APPLICABLE PAYMENT STANDARDS AP1-1

APPENDIX 2
INCOME LIMITS AP2-1

APPENDIX 3
UTILITY ALLOWANCE SCHEDULE AP3-1

APPENDIX 4

| | |
|----------------------------------|--------------|
| LEAD-BASED PAINT..... | AP4-1 |
|----------------------------------|--------------|

| | |
|-------------------------------------|--------------|
| ADDENDUM 1 PROGRAM ABUSE | AD1-1 |
|-------------------------------------|--------------|

| | |
|--|--------------|
| ADDENDUM 2 MODERATE RAHABILITATION POLICIES | AD2-1 |
|--|--------------|

| | |
|---|--------------|
| ADDENDUM 3 FAMILY SELF SUFFICIENCY | AD3-1 |
|---|--------------|

CHAPTER 1 STATEMENT OF POLICIES AND OBJECTIVES

The Section 8 Program was enacted a part of the Housing and Community Development Act of 1974 which rectified the U.S. Housing Act of 1937 (the Act) and included Section 8 as a substitute for the Section 23 Leased Housing Program. The Act has been amended from time to time and its requirements, as they apply to the Section 8, Certificate, Voucher and Moderate Rehabilitation Programs, are described in and implemented through this Administrative Plan.

Administration of the Section 8 Rental Assistance Program, and the functions and responsibilities of the Section 8 staff, shall be in compliance with the Alexandria Redevelopment and Housing Authority (ARHA) Personnel Policy, its Equal Housing Opportunity Plan, and HUD's Section 8 Regulations and Existing Operations\Procedures Handbook (7420.7) where applicable, as well as all Federal, State and local Fair Housing Laws and Regulations.

I. STATEMENT OF OVERALL APPROACH AND OBJECTIVES IN ADMINISTERING THE SECTION 8 CERTIFICATE AND VOUCHER PROGRAM

The Alexandria Redevelopment and Housing Authority, hereinafter called ARHA, is committed to providing low -income housing opportunities to persons who qualif y under the rules and regulations that govern eligibility for both state and federal housing programs. In its effort to achieve this goal, the ARHA has explained to its local governing body, civic groups, landlords and realtors, about the housing programs being administered by the ARHA. Most importantly, they have explained who may qualify, what types of housing each program provides, and how effectively these programs have been put into operation for the benefit of the community.

The Section 8 Programs are in the Housing Operations Department, where the Director of Housing Operations administers the Section 8 Certificate, Voucher and Moderate

Rehabilitation programs. The Housing Program Supervisor monitors the overall administration of all programs, and reports directly to the Director of Housing Operations. The Section 8 Placement Officers carry out the day-to-day administration of the program, review leases and other Section 8 related documents, conduct briefing sessions, complete verification of eligibility, maintain all records, and reports directly to the Housing Program Supervisor. Housing Inspectors complete HQS inspections and the department is supported by the Administrative staff. The Financial Department maintains all records, reports and other financial data. The Director of Finance oversees the Section 8 Accounting position.

The Alexandria Redevelopment and Housing Authority has worked closely with the City of Alexandria's Office of Housing for the development of an overall housing strategy for the City of Alexandria.

The local Housing Assistance Plan (Consolidated Plan) was considered in determining the unit allocation request. This strategy reviewed the existing housing stock, planned new rehabilitated units and those units expected to be removed from inventory.

The overall approach for the existing program is to maximize the use of standard, existing stock, and provide equal housing opportunities for very low -income households by providing housing assistance payments.

The status of the need and availability of existing units will be closely monitored, and attempts will be made to satisfy this need as rapidly as possible, consistent with the availability of funds, staff and vacancy rates.

The ARHA shall, in its policies and procedures, attempt to address the housing needs of its community, and also obtain community support for its programs.

Efforts will be taken to promulgate all aspects of the program to families, owners, and the general public .

Administrative controls will be implemented as needed, to ensure full adherence to statutory and regulatory requirements, and proper management procedures. The Administrative Plan will apply to the Section 8 Certificate, Voucher and the Moderate Rehabilitation Program.

The ARHA will comply with all federal statutes and currently required regulations, as applicable, in administering all Section 8 programs, including 24 CFR Part 982 (Certificate and Vouchers) and 24 CFR Part 983 (Project -Based Certificates). This Plan is intended only to provide, therefore, information relative to ARHA discretionary policies, as the ARHA shall comply with all required laws and regulations, as they are current and in effect.

The ARHA's previously adopted Equal Opportunity Housing Plan is merged and incorporated herein and shall be part of this Administrative Plan.

II. PURPOSE OF THE PLAN

The overall plan for the Section 8 Rental Assistance Program is designed to achieve four major objectives:

- 1. To provide improved living conditions for very-low income families at an affordable level.**
- 2. To promote freedom of housing choice and location of very-low income and minority families.**
- 3. To provide decent, safe and sanitary housing for eligible participants.**
- 4. To provide an incentive to private property owners to rent to very low income families by offering timely assistance payments .**
- 5. To provide guidance in the administration of the programs in compliance with HUD requirements, including maintaining well-organized and complete records and facilitating HUD's monitoring and review of the Section 8 Office operation.**

The purpose of the Administrative Plan is to establish policies for carrying out the local Certificate, Voucher and Moderate Rehabilitation Programs, in a manner which is consistent with HUD requirements but which is not a mere restatement of HUD mandated policies and procedures.

The Plan covers both admission and continued participation in these programs. Policies are the same for both programs, unless otherwise noted.

The ARHA Board of Commissioners will approve changes to the Plan.

The Section 8 Office is responsible for complying with all subsequent changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence.

A. FAIR HOUSING POLICY

It is the policy of the Section 8 Office (hereinafter referred to as the Section 8 Office) to comply fully with all Federal, State, and Local non-discrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

Specifically, the Section 8 Office shall not on account of race, color, sex, religion, creed, national or ethnic origin, age, family or marital status, or disability deny any family or individual the opportunity to apply for or receive assistance under HUD's Section 8 Programs.

All participants in the Section 8 Program shall not, on account of race, color, national origin, sex, religion, familial status, or disability:

- a. Deny to any family the opportunity to apply for housing, nor deny to any qualify applicant the opportunity to lease housing suitable to its needs;**
- b. Provide housing that is different from that provided others;**
- c. Subject a person to segregation or disparate treatment;**
- d. Restrict a person's access to any benefit enjoyed by others in connection with the housing program;**
- e. Treat a person differently in determining eligibility or other requieremts for admission,**
- f. Deny a person acces to the same level of services; or**
- g. Deny a person the opportunity to participate in a planning or advisory group that is an integral part of the housing program.**

Participants in the Section 8 Program will identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 and the Fair Housing Amendments Act of 1988, Housing Providers will facilitate reasonable structural modifications to its housing and non housing facilities. They will also make reasonable accommodations, or combinations of structural modifications and reasonable accomodation, to permit people with disabilities to take full advantage of a Housing

Provider's program.

- a. In making reasonable accommodations or structural modifications to existing housing programs or in carrying out other alterations for otherwise qualified persons with disabilities, a Housing Provider is not required to:**
- 1. Make each of its existing facilities accessible or make structural alterations when other methods can be demonstrated to achieve the same effect;**
 - 2. Make structural alterations that require the removal or alteration of a load-bearing structural member,**
 - 3. Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level;**
 - 4. Take any action that would result in a fundamental alteration in the nature of the program;**
 - 5. Take any action that would result in an undue financial and administrative burden on the Authority.**

b. When the Housing Provider receives federal financial assistance for making substantial alterations to an existing project, it must comply with accessibility requirements of the Uniform Federal Accessibility Standard's (24 CFR, Part 40), except that a Housing Provider is not required to:

- 1. Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level; [24 CFR § 8.26]**
- 2. Make structural alterations that require the removal or alteration for a load-bearing structural member [24 CFR § 8.32 (c)]**
- 3. Make structural alterations to meet minimum accessibility requirements where it is structurally impracticable. Structural impracticability is defined as: changes having or altering a load-bearing structural member.**

To further its commitment to full compliance with applicable Civil Rights laws, the Section 8 Office will provide Federal/State/local information to recipients of Section 8 assistance regarding "discrimination" and any recourse available to them should they feel they have been the victim of discrimination. Such information will be made available during the family Briefing session and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher Briefing packet.

Posters and housing information, which are easily readable from a wheelchair, are provided in locations throughout the Section 8 Office. Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no qualified individual with handicaps shall, because a Section 8

Office's facilities are inaccessible to or unusable by the disabled, be denied the benefits of, be excluded from participation in, or otherwise be subject to discrimination under any program or activity that receives Federal Financial Assistance.

The Section 8 Office is located in the City of Alexandria, Virginia at 600 N. Fairfax St., Alexandria, VA 22314. The Section 8 Office is accessible by entering the front of the building that has a door accessible for the disabled and parking out front.

The Section 8 office phone number is (703) 549-7511. Accessibility for the hearing impaired is provided by the TDD/TDY telephone number which is (703) 836-6425.

The Section 8 Office will maintain a vacancy list of available housing submitted by owners in all neighborhoods within the Section 8 Office's jurisdiction to ensure "greater mobility and housing choice" to very-low income households served by this agency.

Advertising and outreach will be provided as outlined in sections of this Administrative Plan. Special outreach will be made to groups less likely to apply such as those expected to reside by sending notices of waiting list openings to major employers, city agencies, civic groups and others within the community.

In compliance with Section 147 of the law, no owner who has entered into a contract for housing assistance payments under this section on behalf of any tenant in a multi-family housing project shall refuse:

To lease any available dwelling unit in any multi-family housing project of such owner that rents for an amount not greater than the fair market rent for a comparable unit to a Certificate or Voucher holder because of their status as a Certificate or Voucher holder.

To lease any available dwelling unit in any multi-family housing project of such owner and enter into a Voucher Contract on the unit because of their status of prospective tenant as a Voucher holder.

B. PRIVACY RIGHTS

All adult applicants and participants will be required to sign the HUD Form 9886, which states under what conditions HUD will release tenant and owner information.

The Section 8 Office's policy regarding release of information is in accordance with these documents and the State Privacy Act.

Requests for information must be accompanied by a written release request from the applicant, participant, and owner in order for the Section 8 Office to release any information unless disclosure is authorized under Federal or State law.

A general release of information form or notarized statement from the applicant/participant is required before the Section 8 Office will release any information from the applicant/participant's file to any one other than the head of household or family member listed on their application.

C. STATEMENT OF LOCAL OBJECTIVES

There is an undeniable need for very-low income housing assistance within the jurisdiction of the Section 8 Office, as evidenced by waiting lists for various housing programs.

The Section 8 Office is charged with meeting these needs through housing assistance programs available from the Department of Housing and Urban Development.

There is also a need for decent, safe and sanitary housing units available for program participants. There is not an abundance of affordable housing for very-low income participants within the jurisdiction without the availability of rental assistance.

D. RULES AND REGULATIONS

All issues not addressed in this document related to tenants and participants are governed by HUD Handbook 7420.7, along with applicable Federal regulations, HUD memos and notices, and guidelines or other applicable law.

E. REFERENCE

ARHA's Section 8 office will be referred to throughout this plan as "Section 8 Office" .

CHAPTER 2 ABOUT THE AUTHORITY

A. ORGANIZATIONAL SETUP

The Section 8 Office is responsible for administering the Section 8 Rental Assistance Programs. This usually begins with responding to HUD's Notice of Fund Availability (NOFA), through identifying owners and families eligible to participate in the program, to termination of participation by owners and families.

The organization has three main areas: Intake, Recertification and Inspections.

The Section 8 operations are specialized and staff are assigned to perform such duties as Intake, outreach to owners and families, eligibility, leasing/contracting, inspections, and income verification including reexamination and computation of tenant rent.

The Section 8 Office is organized into three units: Intake, Recertification, and Inspections.

Staff in the Section 8 Office consists of the following:

1. Housing Program Supervisor:

This position has the primary function of ensuring quality policy development and program management of the programs administered by the Section 8 Rent Assistance Office in compliance with Federal, State and local law and HUD requirements.

This position involves overseeing staff functions and dealing indirectly with tenants or directly with tenants when there are problems to be resolved. The Housing Program Supervisor will assist the Director of Housing Operations, the Executive Director and the ARHA Board of Commissioners in contacts with elected officials, special interest groups, and property owners. The Housing Program Supervisor will also be the Informal Hearing Officer in most situations.

The Housing Program Supervisor oversees Intake, Recertification and Inspections. This supervisor participates in developing and monitoring the financial management activities under control of this office, including the budget.

The Housing Program Supervisor conducts long and short-ranged planning functions, develops, implements, and maintains quality and responsive Customer Service.

2. The Intake Function:

Under the direction of the Housing Program Supervisor, the intake responsibilities include handling preapplications and distribution of applicant's cases to the Placement Officers.

The Housing Program Supervisor ensures the efficient quality operation of the Section 8 Rental Assistance Program by overseeing all intake and initial leasing duties associated with the program.

The Waiting List Assistant handles all waiting list functions . The Section 8 Waiting List was closed effective July, 1997.. After the total number of applicants becomes lower than 500, the list may be re-opened for one month to obtain new applicants. Section 8 applicants were placed on the waiting list in chronological order by date; time, residency and non-residency for all applications dated January 1, 1999.

However, these dates are subject to income targeting requirements.

All applications dated on or after January 1, 1999 will be chosen by date, time, residency, number of preferences and income targeting first . Then the next group with applications dated on or after January 1 , 1999 who are non residents, will be chosen by date, time, number of preferences and income targeting next.

The Placement Officer interviews applicants, receives and verifies documentation, which supports the information contained in the client's application, and determines initial eligibility.

The Placement Officer will establish contacts with local private sources, Federal/State/local government agencies, and maintain contact with certified families to assist in finding rentals and performing follow-up income verifications.

The Placement Officer will conduct Briefings with tenants and landlords, and assist in monitoring the housing market.

The Placement Officer will assist families/landlords in filling out official forms and give eligible families helpful hints in what to look for in a safe, sanitary, and decent home.

The Placement Officer performs the role of a principal advisor and investigator for the Voucher holder to achieve lease-up and continued certification.

The Placement officer is responsible for Voucher Briefings. The position is also responsible for Portability.

The Placement Officer is responsible for determining rent reasonableness.

The Placement Officer handles HOPWA (Housing Opportunities for Persons with AIDS) applicants for initial lease-up and on-going functions.

3. The Inspection Function:

This unit of the office is responsible for conducting all inspections. The Inspection staff ensures that all inspection activities are carried out in a timely and accurate manner.

The Section 8 Inspectors in this unit work directly with landlords in inspecting housing to determine whether it meets program requirements and whether the family can be assisted at that location.

The Inspector provides input on suitable exceptions to Housing Quality Standards (HQS) that meet HUD requirements.

The Inspector performs initial, annual, complaint and special inspections, as well as the move-out inspections for damage claim purposes when required. The Inspector also completes all HOPWA inspections.

4. The Recertification Function:

Recertification activities involve families from their first annual anniversary date through termination. The responsibilities generally do not include unit inspections associated with annual inspections. Annual recertification and annual contract rent increases are handled during recertification, as well as conducting the lease-up functions for families moving to other units within the program.

The Placement Officer performs the tasks outlined in this function.

Resolution of disputes between tenants and owners is another key responsibility of the Placement Officer.

The Placement Officer will establish contacts with local private sources, Federal/State/local government agencies, and maintain contact with certified families to assist them in finding rentals and perform follow-up income verifications.

The Placement Officer will conduct Briefings with tenants and landlords, while assisting with owner outreach and monitoring the housing market.

The Placement Officer will assist families/landlords in filling out official forms and counsel eligible families in what to look for in a safe, sanitary and decent home.

The Placement Officer performs the role of a principal advisor for the Voucher holder for continued certification and rental assistance for rent increases, and old participants moving into new units. The Placement Officer conducts rent reasonableness.

The Placement Officer administers the Family Self Sufficiency Program (FSS), and Housing Opportunity for Persons With AIDS (HOPWA).

5. Financial:

The Finance Department and staff handle financial activities.

B. DESCRIPTION OF PROGRAMS OFFERED

The Section 8 Office administers the following programs:

Housing Certificate Program

Housing Voucher Program

Section 8 Moderate Rehabilitation Program

Housing Voucher Choice

Housing Opportunities for Persons With AIDS (HOPWA)

Family Self Sufficiency (FSS)

Regional Opportunity Counseling (ROC) Program

Family Unification Program

C. LEGAL JURISDICTION

The legal jurisdiction of the Section 8 Office is Alexandria, Virginia 8th District.

CHAPTER 3 OUTREACH PROCEDURES

A. FAMILY OUTREACH

The Section 8 Office continues to publicize and disseminate information, as needed, concerning the availability and nature of housing assistance for very low-income families. Upon execution of an Annual Contributions Contract (ACC) for additional units, the Section 8 Office will make known to the public through publication in a newspaper of general circulation, minority media, and other suitable means the availability and nature of housing assistance for very-low income families, unless application-taking has been suspended according to HUD regulations.

NOTICE REQUIREMENTS

The Notice must:

1. Advise families that applications will be taken at the designated office,

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the dates and times applications will be accepted; and

2. Briefly describe the Section 8 program.
3. Have notices in English and Spanish.
4. A statement that Public Housing participants must submit a separate application if they want to apply for Section 8 and limitations, if any, on who may apply.

To reach persons who cannot read the newspapers, the Section 8 Office may distribute fact sheets to the broadcasting media. Personal contacts with the news media and with community service personnel as well as public service announcements will be handled by the Executive Director's office.

Upon receipt of new funding, the Section 8 Office will review its current waiting list and consider whether outreach is needed. If it is needed, the Section 8 Office will analyze outreach methods and methods identified in HUD Handbook 7420.7 to accommodate the diversity and distribution of eligible families and the differences in their willingness to

respond to and participate in the program.

B. OWNER OUTREACH

The Section 8 Office issues continuing invitations to owners to maintain good relations with existing landlords and encourage new landlords to participate and to make dwelling units available for leasing by eligible families in accordance with the Equal Opportunity Housing Plan. On a continuing basis, the Section 8 Office will welcome the participation of owners of decent, safe, and sanitary housing units.

1. The Section 8 staff continues to make personal contact in the form of formal or informal discussions or meetings with private property owners, property managers, and real estate agencies where rents are possibly within reach of the Fair Market Rent for all types of rental units.

Program requirements are explained and printed material is offered to acquaint the owner/manager with the opportunities available under the program.

2. The Section 8 Office maintains a list of interested landlords and their property available for the Section 8 Program and updates this list at least monthly. As inquiries from prospective new owners are called in, program staff records the necessary information on units and makes it available to prospective families at Briefings and upon request.

3. The Section 8 office had a major landlord briefing July 2000, that was very well attended. This event will become an annual activity. ARHA will also participate in the Council of Governments fall event for Northern Virginia landlords.

C. OUTREACH AND ADVERTISING

Outreach to Families and Contact with Owners:

The approach to contact families and owners is as follows:

Special Effort Outreach-Tenants and Owners

Household types who are least likely to apply, such as the very old, shut-ins, minorities, and working families will be reached through staff "Special Efforts."

Some of these efforts are as follows:

Elderly - The Agency on Aging will be mailed items and asked to distribute the information about the Section 8 Program to their clients.

Minorities - The ARHA will inform other Public Agencies in the hope that they will notify those minorities they are serving about the program. As in the past, all advertisements will include the Equal Opportunity Logo. Special mailings are sent to the NAACP, Urban League, Hispanic Committee of Northern Virginia, and other racial/ethnic groups to disseminate information about Section 8.

Working Families - The ARHA advertisement for applicants for the Section 8 Program includes the income limits for eligibility. This is done in hopes of encouraging the working person or persons of very low income. This year income targeting requirements and ARHA's working local preferences will increase working family participation.

Staffing Adjustments - If additional staffing is needed to handle the application taking period, part-time help will be employed, where appropriate, and as affordable.

CHAPTER 4 ELIGIBILITY FOR ADMISSION

To be eligible for admission, an applicant must meet HUD's criteria for eligibility determination, as well as any additional criteria established by the Section 8 Office.

HUD's eligibility factors are:

- 1. Family Composition**
- 2. Income Limits**
- 3. Provision of Social Security Numbers**
- 4. U.S. Citizenship, Lawful Non-Citizen with Eligible Immigration Status and other criteria for Admission.**
- 5. Prior history on Section 8 or Public Housing Programs. (As defined in Section 4.D)**
- 6. Criminal Check for Drug-Related or Violent Criminal Activity**
- 7. Targeting Income Requirements**

The Family's initial eligibility for placement on the waiting list will be made in accordance with the following factors and will not be verified until selection from the application pool for a Voucher.

A. FAMILY COMPOSITION

The applicant must qualify as a family. A "family" may be a single person or a group of persons. Family includes but is not limited to:

- 1. Family- "Family" includes, but is not limited to (a) an Elderly Family or eligible Single Person, (b) the remaining member of a tenant family.**

A family is also defined as:

- 2. Two or more persons sharing residency whose income and resources are available to meet the family's needs and who are either related by blood, marriage or operation of law or two or more persons who intend to share residency.**

***Single persons**

Single individuals, with no children, who are pregnant or in the process of securing legal custody of any individual under the age of 18 years old, constitute families under Section 3 (a) of the United States Housing Act of 1937.

FAMILY COMPOSITION CATEGORIES

Head of Household:

The head of household is the person who assumes financial responsibility for the household and is listed on the application as head. The spouse or co-head listed on the application will

have the same rights as the head of household. Split households are defined later in this section.

A family may not designate a family member as head of household solely to qualify the family as an elderly household.

Occasionally there can be a co-head if a married couple who claim to be co-heads meet the requirements of the family definition, both claim to assume legal and financial responsibility for the household, and are listed on the application as co-head for purposes of split households referred to in this section.

Temporary Absence of A Child in Foster Care:

The temporary absence of a child due to placement in foster care will not affect the determination of the family composition and family size. In determining family composition, the temporarily absent child is considered to be part of the assisted household. For example, a single person with two children who are currently and temporarily living in foster care is considered a family of three people, one adult and two children, instead of a single person family. The statutory provision is intended to promote family reunification by permitting the family to rent a subsidized unit that will be big enough for the whole family when the absent children return from foster care. Temporary is defined as six months or less.

Live-in Attendants:

At the discretion of the Executive Director or his designee, a family may include a live-in attendant whom:

Based on a medical statement from a doctor, which must be provided at initial application and each annual recertification, allows the Section 8 Office to determine what is needed to be essential to the care and well-being of the elderly, or disabled family member; and

is not obligated for the support of the elderly, or disabled member; and

would not be living in the unit except to provide care of the elderly, or disabled family member; based on a medical statement from a doctor; and

whose income will not be counted for purposes of determining eligibility or rent; and

who may not be considered the remaining member of the tenant family.

Relatives are not automatically excluded from being live-in attendants, but must meet the definition described above.

Live-in attendants cannot be the remaining member of the tenant family if the person they are attending is no longer a participant on the Section 8 Rental Assistance Program. Family members of a live-in attendant may also reside in the unit providing doing so does not

increase the subsidy by the cost of an additional bedroom and further provided that the presence of the live-in's family members do not overcrowd the unit.

To determine whether a live-in attendant is "essential to the care and well being of the elderly, or disabled person," the Section 8 Office will request third party verification from a doctor familiar with the needs of the applicant requesting Section 8 approval of a live-in attendant.

The request to the doctor will seek information as to the services and amount of time required by the applicant from the live-in attendant.

At the time of full application, the family members will be designated along with whom is the live-in attendant (if known). Once this is declared, the live-in attendant cannot become part of the family or vice versa unless there are mitigating circumstances.

The live-in attendant's room must be maintained as a bedroom only.

After the live in attendant is hired the Head of Household must have a contract or proof of payment with the live in attendant available by the next recertification. The rule applies to each recertification.

Split Households Prior to Voucher Issuance:

Families who are on the Section 8 Office's waiting list may have a change in family composition where two parties split up and each want to retain their status (date/time) listing on the waiting list.

Either household may retain the waiting list position, if there is mutual consent or a Court stipulated determination of which household retains the place on the waiting list.

If there is no mutual consent or court determination, the Section 8 Office must make a determination as to who will retain the waiting list position, the waiting list position will generally be retained by the head of household. In this situation, the head of household who continues to claim the majority of the original applicant's family composition will retain their position on the waiting list and the other household will have to reapply.

If there is a legal determination of custody and both new households include children, both new households will remain on the list as applicants, with the same date and time of application, as long as both parties remain eligible. Bedroom size will be changed appropriately.

After a request in writing is made to the Section 8 Office, if there is a co-head situation with no children in the household and the parties remain eligible and cannot make a decision as to who remains the applicant, the Section 8 Office will continue to hold the application for ninety days pending a decision by the parties.

After that time, it will be given to the person who remains at the unit address listed on the application on file with the Section 8 Office.

When two eligible singles split the household, they will be given ninety calendar days to make

a decision as to whom will retain their position on the waiting list. If they cannot decide, the person listed as head of household will retain the position. There may be an exception granted in the case of a battered spouse, with verification of this situation.

Multiple Families in Same Household:

It is possible to have what appear to be two families in the same household (such as a mother and father and daughter with her own family). However, they have applied as one family, so they are one family as long as they claim to be a family and meet the family definition.

Joint Custody of Children:

When both parents are assisted under the Section 8 Rental Assistance Programs and both parents are trying to claim the same child, the parent whose address is listed in the school records will be allowed to claim the school age child as a dependent.

Non-school age children who are subject to a joint custody agreement but live in the unit at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively.

B. INCOME LIMITATIONS

Annual Income for admission shall not exceed the Very-Low and Low Income Limits established by HUD and published in the Federal Register. The current income limits are attached to the Administrative Plan in the Section 8 Office. Applicable HUD notices control Preservation families admissions .

Voucher holders must be income eligible when the Section 8 Office executes the first HAP contract for the family. In addition, any family including a portable family who is not a current program participant must be income eligible in the area where they first execute a HAP contract. Applicable HUD notices control Preservation family's admission.

Exception:

The family may use a voucher to rent a unit only in an area where the family is income eligible when the HA executes the first HAP contract for the family. Any family including a Portable family who is not a current program participant must be income eligible in the area where they first execute a HAP contract.

Continuously Assisted Families: Housing Assistance Payments Contracts for the Moderate Rehabilitation Program have been renewed but eventually will expire. Families living in those assisted units who have incomes within the Very Low and Low-Income limits will be considered for eligible for the Voucher Program.

C. MANDATORY SOCIAL SECURITY NUMBERS

Families are required to provide Social Security Numbers for all family members age six and older prior to admission, if they have been issued a number by the Social Security Administration.

All members of the family defined above must either:

- 1. Submit Social Security Number documentation; or**
- 2. Sign a certification that they have not been issued a Social Security Number. If the family member is under the age of 18 at the time of admission, his or her parent or guardian can execute the certification. For any family member who obtains a Social Security Number after admission, they shall submit the information at the next regularly scheduled income reexamination .**

Verification of numbers will be done through the provision of a valid Social Security Card issued by the Social Security Administration.

If an applicant or family member cannot produce his or her Social Security Card, other documents listed below showing his or her Social Security Number may be used for verification with their certification that the substitute information provided is complete and accurate.

These documents include:

**Verification of Social Security Benefits with the SSA
Drivers License
Identification card issued by a Federal, State or local agency
Earnings statements or payroll stubs
IRS Form 1099
Unemployment benefit letter
Retirement benefit letter
Life Insurance policies
School Records
Other Tax notices
Court records such as real estate
Marriage License and Divorce Decree
Judgment or Bankruptcy Records**

Applicants may not become participants until the Social Security documentation is provided (see qualifications on submission below). The applicant will retain their position on the waiting list during this period.

New family members age six and older will be required to produce their Social Security Card at the time of their admission or provide the substitute documentation described above together with their certification that the substitute information provided is complete and accurate. This information is to be provided at the time the change in family composition is reported to the

Section 8 Office whether at the time of the annual or requested interim reexamination.

If an applicant or participant is able to disclose the Social Security Number, but cannot meet the documentation requirements, the applicant or participant must sign a certification to that effect.

The applicant/participant or family member will have additional sixty calendar days to provide proof of the Social Security Number. If they fail to provide this documentation, the family's assistance will be terminated.

In the case of an individual at least 62 years of age, the Section 8 Office may grant an extension for an additional sixty calendar days (total 120 calendar days). If at the end of this time the elderly individual has not provided documentation, the family's assistance will be terminated.

D. OTHER CRITERIA FOR ADMISSION

**Other criteria that must be met in order for an applicant to be determined eligible for assistance under the
Section 8 Rental Assistance Program:**

Program families whose Total Tenant Payment, computed in accordance with the federal regulations, does not exceed the gross rent.

At application, the family must pay any monies owed in full to the Section 8 Office, in order to be considered eligible for issuance of a Voucher. This would include all past participation in any Public or Section 8 housing program.

The family must have left any previous tenancy under the Section 8 Program or Public Housing without being in violation of a family obligation during the last year under its assisted living programs participation.

The Section 8 Office can grant an exception if the family member who violated the family obligation is not a current member of the household on the application.

The family must not engage in drug-related criminal activity, violent criminal activity, alcohol abuse activity or sexual abuse offenses, including criminal activity by any family member, or their guests.

Everyone in the household who is 18 years and older must provide the Section 8 Office with a criminal check from all jurisdictions where they lived for the past 5 years.

Documents required under the family obligation to supply such certification, release, information or documentation as Section 8 Office or HUD determine to be necessary and all verification forms required by the Section 8 Office must be supplied by the family.

Initial screening for drug-related criminal activity, violent criminal activity, alcohol abuse activity or sexual abuse offenses, will be comprised of routine inquiries of the family, and any other information provided to the Section 8 Office, and a review of any other documents including criminal checks. However, if the Section 8 Office determines that the criminal check provided to the Section 8 Office has criminal and/or violent misdemeanors, the Section 8 Office may deny the family admission.

Drug-related activity means:

The felonious (criminal activity classified as a felony under Federal, State or local law) manufacture, sale or distribution, or the possession with intent to manufacture, sell or distribute, a controlled substance (as defined in the Controlled Substance Act);

The felonious use or possession (other than with intent to manufacture, sell or distribute), of a controlled substance, except that such felonious use or possession must have occurred within three (3) years before the date that the Section 8 Office provides notice to an applicant or participant of the Section 8 Office's determination to deny admission or terminate assistance.

Drug-related criminal activity does not include the use or possession, if the Family member can demonstrate that s/he:

Has an addiction to a controlled substance, has a record of such an impairment, or is regarded as having such an impairment; and

“Has recovered” from such addiction and does not currently use or possess controlled substances. “Has recovered” means that a person is currently participating and making satisfactory progress or has completed a drug rehabilitation program within the prior 12 months and does not currently use or possess controlled substances.

Violent criminal activity includes any felonious criminal activity or misdemeanors that have as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

For the purposes of this policy, this is construed to mean that if a member of the current family has been convicted of any felonious or misdemeanor violent criminal activity within the past three (3) years, they will be determined to have engaged in violent criminal activity.

The Section 8 Office will not be obligated to ferret out information concerning a family's criminal activities as part of the processing of an application for assistance. Initial screening will include the requirement of a criminal check. Any inquiries will be standardized and directed to all applicants by the inclusion of the inquiry on the application form.

However, if the family indicates that they have been convicted within the prior 3 years for felonious drug-related or felonious/misdemeanor violent criminal activity, the Section 8 Office may perform the verification through the court system(s).

Repeated incidents of criminal activities at Section 8 units *will* be the basis for denial of assistance or termination.

E. RESIDENCY PREFERENCE

Residency Preference definition:

Live or work in the City of Alexandria, Virginia, or have a bonafide job offer from an employer in the City of Alexandria, Virginia.

For all applications regardless of date:

If an applicant changes his/her residency this has no effect on eligibility because their residency will be recognized. There will be no change in their waiting list order simply because of a change in residency. Once the applicant has met the residency requirement, the applicant will be recognized as a resident.

Families who qualify for a Residency preference will be admitted before other families who are non-residents.

For applications dated on or after January 1, 1999:

Residents and non-residents will be placed on the waiting list by date, time and aggregated total based on the total number of local preferences the applicants declare. Each local preference not including residency will be given one point.

Other factors that will affect all applications regardless of application date is income targeting. ARHA must ensure that at least 25% of its admissions are as 31% or above the medium income.

F. SUITABILITY OF FAMILY

In issuing its vouchers, the Section 8 Office may not screen for factors, which relate to the suitability of the applicant family as tenants. It is the responsibility of the owner to screen Voucher holders as to suitability and acceptability. Such factors include (but are not limited to) prior rent paying history, outstanding debts owed to previous owners, history of damage to rental properties, police record, employment, etc.

However, the Section 8 Office may take into consideration, before issuing a voucher, whether the applicant owes money to the Section 8 Office or another Section 8 Office, or any public housing agency where the applicant may have lived and this will be the basis of denial if the restitution is not made in full.

G. PROHIBITED ADMISSIONS CRITERIA

The Section 8 Office's decision whether to admit an applicant to the program may not be based on an applicant's suitability for tenancy. The HA may not deny an applicant admission to the program based on where the family lives before admission to the program.

Admission may not be based on where the family will live with assistance under the program.

The Section 8 Office is prohibited from considering admission to the program based on family characteristics and discrimination because family members who are unwed parents, recipients of public assistance, or children born out of wedlock, because a family includes children (familial status), age, sex, color, religion, national origin, disability, or whether a family decides to participate in a Family Self Sufficiency Program.

The Section 8 Office will follow HUD's income targeting requirements. An applicant does not have any right or entitlement to be listed on the waiting list. ARHA must admit applicants for participation in accordance with HUD regulations and with policies stated in the ARHA's Administrative Plan.

H. CHANGES WHICH OCCUR BETWEEN FINAL ELIGIBILITY DETERMINATION AND CONTRACT EXECUTION DATE

Changes, which occur during this period, will affect eligibility to lease the unit. For example, if the single person is pregnant and aborts between final eligibility determination and effective lease date or if the family goes over the income limits, this may affect choice of unit size or eligibility. The family may not be able to be admitted. The circumstances of each case will be reviewed and a determination made to see if the family is still eligible.

The date of the signature of the person qualified to sign Housing Assistance Payments Contracts signifies the HAP Contract execution date.

A decision relating to eligibility will be made in writing including the reason the family is denied admission. The family will have a right to an informal review.

After the required signatures on the Housing Assistance Contract Payments (HAP), the effective date becomes the date of execution.

CHAPTER 5

APPLYING FOR ADMISSION

A. APPLICATION PROCEDURES

Applications are taken to compile a waiting list. Due to the demand for housing in the Section 8 Office's jurisdiction, the Section 8 Office may take applications on an "open enrollment" basis, depending on the length of the waiting list.

Families wishing to apply for any of the Section 8 Office's programs are to fill out an application when the waiting list is open.

The waiting list was closed in July, 1997. The Section 8 Office may elect to reopen the waiting list. If the waiting list is reopened, the Section 8 Office will publish the date(s) applications will be accepted, in the Journal, Washington Post, The Gazette, African -American, El Tiempo Latino and a Vietnamese Newspaper.

The publication will also specify the location where applications are accepted as 600 N. Fairfax Street, Alexandria, Virginia 22314.

The Section 8 Office will also send the announcement to agencies whose clients are very low income and flyers will be available at the front desk of ARHA.

The diversity and distribution of eligible families and the differences in their willingness to respond to and participate in the program will affect the range and types of the Section 8 Office's outreach techniques.

The application process will be undertaken in two phases: First, the family will complete a preliminary application or preapplication, and their name will be placed on the waiting list. Second, when the family comes to the top of the waiting list and the Section 8 Office is ready to pull the family from the application pool for final eligibility processing, the Section 8 Office will take a formal application (referred to as a full application) and verify the information provided.

Acceptance of Applications

Any family requesting an application for Section 8 Rental Assistance will be given the opportunity to fill one out as long as the waiting list is open and the Section 8 Office is accepting applications.

The applications will be in English and Spanish. If the waiting list is open, applications may be mailed or made in person during normal business hours at the Section 8 Office.

The preapplication should be signed and dated by applicant before acceptance into the Section 8 Office. After acceptance, the application will be stamped with time and date, and referred to the Section 8 Office where tenant selection and assessment is processed. Applications are dated in accordance with the procedures outlined in the Equal Opportunity Housing Plan. Generally, applications are dated and time stamped by a staff person other than the application

processor when the Section 8 Office receives them.

Individuals who have a physical impairment which would prevent them from completing the application in person may call the Section 8 Office to make special arrangements.

Families with other disabilities can contact the Section 8 Office at (703) 549-7115 or TDD/TDY at (703) 836-6425 to make special arrangements to complete their preapplication.

The Section 8 Office may also take preliminary applications at designated outreach sites as it determines necessary to comply with special outreach efforts.

Preapplications do not require an interview, but full applications do.

B. OPENING/CLOSING OF APPLICATION TAKING

If the Section 8 Office is taking applications on an open enrollment basis and decides that the waiting list has an adequate pool for use of available program funding, the Section 8 Office will utilize the following procedures for closing and reopening the waiting list. In that case, applications will only be accepted from all families during the advertised periods of enrollment. These enrollment periods are determined based upon the need of the Section 8 Office to augment its waiting list for any of the programs.

Waiting lists may be closed completely or during certain times of the year, if there are enough applicants to fill the Voucher openings, which are expected to occur within a 12-month period. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

Suspension of Application Taking:

If the Section 8 Office is taking application on an open enrollment basis, the Section 8 Office may suspend the taking of all applications if the waiting list is such that it has an adequate pool of applicants for use of available program funding.

Suspension of application taking is announced publicly, just as the Section 8 Office does for opening the waiting list.

Reopening of the List:

Any reopening of the list is done in accordance with the HUD requirements as outlined in 24 CFR Section 982.206 or any waiver to Section 982.206 that HUD may have granted for special allocations through memorandum and notice from the HUD Central Office.

Any such determination by the Section 8 Office shall be publicly announced in the same manner as provided in 24 CFR Section 982.206. This action is taken utilizing the following procedures:

1. Notice in newspaper of general circulation;
2. Posting such notice in plain view in the applications office;
3. Notice published in minority media publications in the Section 8 Office's jurisdiction;
4. Notice to civic and community organizations;
5. Notice to religious organizations;
6. Notice to support service agencies and non-profits.

The application taking closing date may be determined administratively at the same time that the Section 8 Office determines to open enrollment. The open-enrollment period shall be long enough to allow enough applicants as required by the projected turnover of Certificate s and Vouchers.

C. PREAPPLICATION PROCEDURES

The Section 8 Office will utilize a basic Preapplications form and Personal Declaration Form recommended by the Inspector General's office. The information is to be completed by the applicant whenever possible.

The purpose of the preapplications is to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list.

The preapplication may contain but is not limited to the following information:

Names and ages of all household members

Sex and relationship of members

Address (es) and telephone number(s)

Amount and source of all income and assets

Information on disabilities of family members

Information related to Residency selection preference

Marital Status

Social Security Number

Convictions (current or prior)

Participation in assisted Housing programs (current or prior)

Citizenship

Special housing needs

The preapplications is used for the Section 8 Voucher. Once the application is complete, the Section 8 staff who are thoroughly acquainted with the eligibility criteria will assess the applicant's eligibility or ineligibility for selection as a Section 8 participant. The information on the form will not be verified until the client has been selected from the application pool for final processing. Final eligibility will be determined when the full application process is completed and the information is verified.

Applicants are responsible for informing the Section 8 Office of changes in family circumstances (including income) and are responsible for responding to requests from the Section 8 Office to update preapplications.

All changes in circumstances must be in writing and forwarded to the Waiting List Assistant. Failure to provide such information may result in the applicant being removed from the waiting list.

When applicants are notified in writing that their application has been rejected, the Section 8 Office will state the reason and advise them of the right to an informal review.

D. NOTIFICATION OF FAMILY STATUS

Based on the information on the application, if the family is preliminarily determined eligible, the applicant will be informed of the probable date their name will be reached to receive a Voucher. The Section 8 Office's communication will in no way lead applicants to believe that the estimated date of Voucher issuance is exact, but will stress that the estimated date of Voucher issuance is subject to several factors that are beyond the Section 8 Office's control (residency preference determination, local preferences, turnover, and targeting, etc). This information with respect to eligibility will be put in writing and given to the applicant at the interview or mailed to the applicant.

E. COMPLETION OF A FULL APPLICATION

Applicants on the waiting list will be requested to fill out a full application when the Section 8 Office estimates that a Voucher can be issued. The family will complete the Personal Declaration Form on their own if they are capable of doing so.

The Section 8 Office will interview the applicant by asking questions and completing the full application.

Requirement to Attend Scheduled Meeting:

An invitation letter will be sent to applicants as they reach the top of the Waiting List. It is the responsibility of the applicant to attend a full application interview. It is the applicant's

responsibility to reschedule the interview if s/he misses the appointment. If the applicant does not reschedule and misses two scheduled meetings, the Section 8 Office has the right to reject the application.

Rejection of the application means that the household will be removed from the waiting list and must reapply when applications are being taken. Applicants will be notified in writing if the application is rejected for this reason.

The head of household is required to attend the interview and sign the housing application. Exceptions are made for the severely disabled and the elderly.

Verification of Full Application Information:

Information provided by the applicant will be verified including information on family composition, income, assets, allowances and deductions, residency preference status, full-time student status, citizenship status, conviction(s), eviction from federally assisted housing programs and other factors relating to eligibility determination before the applicant is issued a Voucher. Information used in determining a family's eligibility must be current within 60 days before issuing a Voucher. (This does not apply to reexamination and interims, for which information and dates must not exceed 120 days.)

A personal declaration form must be completed in its entirety and signed by the head of household at the time of eligibility certification, interim change or recertification.

If the head of household is not capable of completing the form, it should be completed by another household member or person so designated by the head of household. The Placement Officer assigned to the case should not complete the form for the family, but should seek assistance if the family can designate no one.

All adult members must sign the HUD 9886 Form. The full application form must be signed by the head of household in order for the application to be considered complete.

Third-party verifications in writing (sent by mail) are preferred. Oral third-party verifications by phone are acceptable if they are properly documented and third party written verification cannot be obtained within 14 calendar days.

In this case, the Section 8 Office will request the third party to complete and return the third-party verification to the Section 8 Office for file documentation.

If third-party verification is impossible, the Section 8 Office will use documents provided by the applicant(s). Documents will be photocopied when not prohibited by law. When documents cannot be photocopied, staff will put a memo to the file noting that the document viewed will be used by recording the source of information, the information obtained, and signed and dated by the staff person who viewed the document.

If the Section 8 Office determines at the interview that more information or verification is needed, the applicant will be given or sent a First notice, requesting the applicant to provide the requested information within 14 calendar days.

If there is no response, after 14 calendar days, a Second notice will be sent with an additional 14 calendar days response requested with notification of termination of assistance if there is no response.

If there is no response to the second notice, an ineligibility letter will be sent.

If third-party verification and Section 8 Office review of documents viewed are not acceptable as verification methods by the Section 8 Office, the Section 8 Office may accept a notarized applicant certification with the information needed. The Section 8 Office will document why the other verification methods are impossible to obtain.

Acceptable verification of the Residency preference is listed under the PREFERENCE section. The Residency Preference will be verified during the full application process.

The ARHA has determined that its jurisdiction is that area within the limits of the City of Alexandria, Virginia. The ARHA has adopted a residency preference that establishes the City/Town of Alexandria as a residency preference area.

The residency preference shall apply to all families residing within the ARHA's residency preference areas. The residency preference shall also apply to families with a member who works or has been hired to work in the ARHA residency preference area. The residency preference shall not be based on how long the applicant has resided in or worked in the ARHA residency preference area, but with the requirement that the applicant meet this residency at one point while being an applicant on the waiting list.

To prevent the displacement of low income residents who reside at Samuel Madden (downtown), ARHA has received approval to rank the applicants in the following manner. The protected families at Samuel Madden downtown are those who were under lease from July, 1998 through the present. The current ultimate preference group are these residents of the Samuel Madden downtown site. As the time of redevelopment and relocation is needed, Samuel Madden downtown residents will be offered a voucher before all other dates, categories, preferences, income levels and deconcentrations rules.

Public housing Residents at Jefferson Village, Glebe Park and Quaker Hill, who are under lease at the time of this Plan's approval will also receive an ultimate preference at the time of this Plan's approval. These developments have been designated for conversion from public housing assistance to Section 8 tenant based assistance. At the time of conversion all qualified residents will be offered a Section 8 voucher before all other dates, categories, preferences, income levels and deconcentration rules. After these groups are assisted, the applications are selected as follows:

F. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY

After the verification process is completed, the Section 8 Office makes its final determination of eligibility, based on the same factors used in determining preliminary eligibility, but with verified data at this point in time.

The household is not actually eligible for Voucher issuance until this final determination has been made. All household members 18 and over will be subject to pass criminal offenders records inquiry.

Notification to Issue Voucher:

When an applicant's name has reached the top of the Waiting List, they shall be so notified. The notice will include a date in which the applicant must supply updated verification of income and other circumstances in order to be issued a Voucher.

Because HUD can make changes in rules and regulations during the review process, which affect an applicant's eligibility, it is necessary to make a final eligibility determination. Also, family circumstances may have changed between initial Preapplications and final eligibility determination.

G. PREFERENCE DENIAL

If the Section 8 Office denies a local preference claimed by the applicant, the Section 8 Office will notify the applicant in writing of the reasons why the local preference was denied and offer the applicant an opportunity for an informal meeting.

If requested, the informal meeting must be conducted by any person(s) designated by the Section 8 Office. The designee will be an employee of the Section 8 Office.

CHAPTER 6

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

General Policies:

The ARHA will maintain a single waiting list for the Section 8 Voucher Program. The Moderate Rehabilitation Program will be maintained as the owner's waiting list and not be used unless a unit has been vacant for more than 30 days. However, if the unit is ready for occupancy before 30 days from the last vacancy, ARHA will use the voucher waiting list.

A. APPLICATION POOL

An application pool will be maintained in accordance with the following factors:

The application will be placed in a permanent file.

1. For applications dated before January 1, 1999 the pool will be maintained in order of date, time and residency preference. Applicant names are retained on a computer waiting list. Priority shall be given to applicants who, in accordance with 24 CFR Part 982 of the Federal Regulations, and the United States Housing Act of 1937 (42U.S.C. 1437), qualify for admission in the following manner

a. Applicants applying on or before December 31, 1998, will be selected only by date, time and residency first, then they will be selected by date, time and non-residency. However, income targeting requirements will supercede all others factors.

b. Applicants applying on or after January 1, 1999, will be selected by date, time, residency preference, local preferences, and income targeting will supercede all other factors for selection. Local preferences include:

1. Families paying more than 50% of income for rent and utilities.
2. Families who are being displaced by governmental or owner action that is not related to non-payment of rent or lease violation.
3. Families who live-in substandard housing (including shelters).
4. Families who work and have worked for the last three months prior to their names coming to the top of the list.
5. Families who have a head of a household or other family member who is a veteran.

2. For applicants who have an application date of January 1, 1999 and after, the following selection procedures apply:

1. Residents have priority over non-residents.
2. Income targeting requirements supercede all other selection factors.
3. After residency is established, local preferences for these resident families apply.
They are:
 - a. Families paying more than 50% of income for rent and utilities.
 - b. Families who are being displaced by governmental or owner action that is not related to non-payment of rent or lease violation.
 - c. Families who live in substandard housing (including shelters).
 - d. Families who work and have worked for the last three months prior to the coming to the top of the list.
their
 - e. Families who have a head of household or other family member who is a veteran.
4. Each application dated on January 1, 1999 (resident and non-resident family) will be assigned one point to each of the local preferences for which they qualify. With date, time and residency as the controlling factors, individuals and families are then selected by whom has the highest aggregate totals first. After all residents are offered unites based on these factors, the next group is the non-residents selected with the highest aggregate totals. However, both residents and non residents with local preferences are still superseded by income targeting requieremtes.
5. All applications must meet "Very Low Income" eligibility requirements as established by HUD. However, targeting rules require that the Section 8 Office select 75% of the families at 30% median or below; the remaining 25% admissions should be at 31-50% of median income. Any exceptions to these requirements must be approved by HUD.

An applicant does not have the right or entitlement to be listed on the waiting list, to any particular position on the waiting list, or admission to the program, without meeting the required criterion.

The waiting list will provide the following information on each household who has an active preapplications before January 1, 1999:

1. Name of head of household
2. Address (es) and telephone number(s)

3. Social Security Numbers
4. Date and time the pre application was received
5. Unit size required
6. Local Preference Codes
7. Criminal History
8. Disability status
9. Information on special housing needs
10. Family Composition
11. Race/ Ethnicity
12. Assets
13. Employment History
14. Previous participation in Federal Subsidized Housing
15. Income Information

The Section 8 Office may update the waiting list every 24 months. Considerations for updates will include the amount of return mail, duplications of households, non-response to updates, households who refuse offers of Voucher assistance.

B. WAITING LIST PREFERENCES

The waiting list preferences are include Residency, the above mentioned local preferences and income targeting.

Elderly and Disabled Families:

Useful definitions are:

ELDERLY:

- a. At least 62 years of age; or

DISABLED:

- a. As defined in Section 223 of the Social Security Act, or
- b. Person who has a physical, mental, or emotional impairment that:
 - (i) Is expected to be of Long -continued and indefinite duration;
 - (ii) Substantially impedes his or her ability to live independently; and
 - (iii) In such a nature that ability to live independently could be improved by more suitable housing conditions.
- c. As defined in Section 102(b)(7) or 6001(7) of the Developmental Disabilities Assistance and Bill of Right Act (42 U.S.C. 6001(7), or

- d. **Persons diagnosed with Acquired Immune Deficiency Syndrome (AIDS).**

C. PREFERENCE ELIGIBILITY AND ORDER OF SELECTION

Applicants will be placed on the waiting list according to information provided by them as to their qualification for the residency preference. This preference claim will not be verified at the time of preliminary application.

Applicant circumstances may change while awaiting a Voucher offer. Applicants are required to notify the Section 8 Office in writing when circumstances change. If an applicant claims a different preference from the original declaration, the change will be entered into the computer after the request has been made in writing.

If an applicant changes his/her residency, this will have no affect on the application if residency was established at any point prior to the name coming to the top of the waiting list. There will be no change in their waiting list order.

For applications dated before the applicant was not a resident, the placement on the waiting list order can change if the applicant now is a resident.

For applicants who apply on and after January 1, 1999 and are residents, they will be placed on the waiting list by aggregate totals based on the total number of local preferences they declare. Each local preference not including residency will be weighted with one point.

For applicants who apply on and after January 1, 1999, and are not residents, they will be place on the non-resident waiting list category by aggregate totals based on the total number of local preferences they declare. Each local preference not including residency will be weighted with one point. Non residents can become residents and this would move them to the resident tier group with the declared amount of aggregated totals.

All application groups selection is subject to income targeting for selection pourposes.

If the applicant's residency preference cannot be verified, the applicant will be notified of the preference denial and given the opportunity for an informal meeting.

D. REOPENING OF WAITING LIST FOR PREFERENCES

If the total number of applicants on the waiting list is reduced down to ~~300~~ 500 applications ARHA will reopen the waiting list.

The waiting list will be rearranged based on the information received from the new applicant information.

E. MAINTAINING THE WAITING LIST

After the preliminary eligibility determination has been made, applicants are placed on the waiting list in order of date, time, residency or non residency and aggregate local preferences. However, income targeting guidelines will prevail. The Section 8 Office will maintain an

accurate waiting list, which conforms to HUD requirements.

F. UPDATING THE WAITING LIST

The Section 8 Office may periodically (every 24 months) update the waiting list to ensure that it is current and accurate.

The Section 8 Office will mail a letter to the applicant's last known address, requesting information regarding their continued interest in maintaining a place on the waiting list.

If the applicant did not notify the Section 8 Office of a move as required, the Section 8 Office will not be responsible for the applicant's failure to receive the update request.

If the letter is returned by the Post Office, with the forwarding address noted, the Section 8 Office will resend letter.

The request letter will include a form, which requests updated information. The applicant must contact the Section 8 Office by returning the form by mail or in person by the deadline date.

If the Section 8 Office fails to receive the applicant's notice of continued interest by the deadline date, and there is no return by the Post Office for the new address, the applicant's name will be removed from the waiting list immediately after 30 days have elapsed after the return date by the Post Office.

Applicants will be given thirty calendar days to return the updated form. The Section 8 Office does not accept responsibility for mail delays.

If there is no response within thirty calendar days, the Section 8 Office will send the notice to the applicant for the denial of assistance with an opportunity for an informal review. Notices will be sent to all applicants in English and Spanish.

G. FINALIZING THE DETERMINATION

All completed and verified applications are added to an "eligible to be notified" list and families are called in for briefing and issuance of Vouchers in accordance with this Administrative Plan.

A computerized (when available) statistical report is prepared by the Section 8 staff each month to ensure that the very low income and income targeting requirements are met. Computerized reports will be reviewed to ensure that the number of Vouchers issued are sufficient to maintain Contracts for the number of units authorized.

H. OFFERS OF A VOUCHER

At the full application interview, the Section 8 Placement Officer will explain the Voucher Program. When a Voucher is available and it will be offered to the applicant. If the applicant refuses the Voucher, the refusal must be in writing.

CHAPTER 7 OCCUPANCY STANDARDS

A. VOUCHER SIZE ISSUED

HUD guidelines require that the Section 8 Office establish standards for the determination of Voucher bedroom size and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. They also must meet the minimum requirements of HUD's Housing Quality Standards.

The unit size assigned to a participant in the Voucher Program serves as the basis for determining maximum payment standards that can be paid to an owner for the unit selected by the family.

The unit size on the Voucher remains the same as long as the family composition remains the same. The size of the unit may be restricted based on family composition.

The occupancy standards for Voucher issuance are set up to determine the size of Voucher to be issued. The Section 8 Office does not limit who shares a bedroom/sleeping room. Guidelines for maximum Voucher issuance include:

At a maximum, ARHA will issue occupancy standards that will allow two people per bedroom /sleeping room as long as the bedroom/sleeping room has correct square footage based on BOCA codes .

Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults, must have separate bedrooms and appeals can be made to the Director of Housing Operation or the Housing Program Supervisor.

Persons with verifiable medical needs or other extenuating circumstances may be provided a larger unit with the approval of the Executive Director or his designee;

The ARHA may grant exceptions relative to the number of bedrooms assigned for the following reasons:

1. Medical Need - Upon proper documentation from a medical doctor, ARHA shall allow separate bedroom; for example, an occupant with serious allergy or respiratory problems for which isolation and/or extensive medical equipment is needed.

2. Disabled Members - ARHA shall consider a separate bedroom for disabled member needing adequate space, modification of layout and equipment; for example, an occupant who is wheelchair bound.

The ARHA may allow occupancy by a foster child or a live-in aide under certain limited circumstances as determined by the ARHA and not inconsistent with 24 CFR 982.551.

Foster children, either in the home or those temporarily away from the home because of placement in foster care, will be included in determining unit size if the family is likely to regain custody within six months.

Live-in attendants will generally be provided a separate bedroom; but only with the approval of the Executive Director or his designee;

Space may be provided for a child who is away at school but who lives with the family during school recesses if child is there for a total of 180 days per year (not consecutively)

Space will not be provided for a family member who will be absent most of the time, such as a member who is away in the military;

Units will be assigned so that a minimum of one person will occupy each bedroom.

These general guidelines are used in determining Voucher size only:

| Household Size | Minimum Occupancy | Maximum Occupancy |
|----------------|-------------------|-------------------|
| 0BR | 1 | 1 |
| 1BR | 1 | 2 |
| 2BR | 2 | 4 |
| 3BR | 3 | 6 |
| 4BR | 4 | 8 |
| 5BR | 6 | 10 |
| 6BR | 8 | 12 |

Single person household will receive one bedroom voucher .

Special circumstances may dictate a larger size assignment than the Occupancy Standards indicate such as when spouses who, because of verified medical reason, cannot share a bedroom.

The family may request a larger size than that listed on the Voucher by:

The applicant/participant to submitting to the Section 8 Office in writing a request for a larger size Voucher and give the justification for the request within 14 calendar days of the determination of bedroom size by the Section 8 Office listed on the Voucher.

The Section 8 Office will consider the request according to the conditions outlined in this Plan and determine whether or not the request will be granted.

B. WHEN CHANGES ARE TO BE MADE

Waiting List:

If there has been a change in family composition, the information will be corrected on the waiting list, after it is submitted in writing to the Waiting List Assistant.

Voucher Issuance :

When the situation requires the issuance of another size Voucher, it will also be dependent on availability of funds. If the Voucher that is needed, due to the change, is not available at the time, the family will be placed on a larger voucher list by date of written request when funds become available, the request will be chronologically reverified.

The unit considerations in this section should be used as a guide to determine whether and when the bedroom size should be changed. If an unusual situation occurs, which is not currently covered in this policy, the case should be taken to the Housing Program Supervisor who will review the situation, depending on the individual circumstances and the verification provided.

The Voucher size will only be changed at annual recertification or when the family requests that the Section 8 Office reissue a voucher to permit the family to move to a new unit.

If the Section 8 Office made a mistake in the bedroom size designation, the Housing Program Supervisor must review the circumstances and make the appropriate correction.

C. UNIT SIZE SELECTED

The family may select a different size dwelling unit than that listed on the Voucher, with the exception of one-bedroom families.

Criteria for units in the voucher program:

- 1. Payment Standards: currently 110% of FMR (may vary)**
- 2. Whether a family is a new move-in: These families will be limited to spending 40% of their adjusted income for rent/utilities. This applies to applicants and participants.**
- 3. Utility Allowance: The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's voucher.**

4. When calculating the total tenant payment (TTP), the factors to be considered are 30% of the adjusted TTP income, or minimum rent, or 10% of Gross Income, whichever is largest.

Housing Quality Standards:

HQS Standards allow two (2) persons per living/sleeping room and would permit the following maximum occupancy, assuming a living room is used as a living/sleeping area:

| Household Size | Maximum Occupancy |
|----------------|-------------------|
| 0BR | 1 |
| 1BR | 4 |
| 2BR | 6 |
| 3BR | 8 |
| 4BR | 10 |
| 5BR | 12 |
| 6BR | 14 |

The Section 8 family must adhere to the occupancy standards established by the owner. ARHA as a owner will utilize in most cases the occupancy standards established in the Public Housing, Admission and Occupancy Policy.

These standards may be exceeded if other rooms, (dens, study) other than a bedroom are selected, and approved by the owner.

When the Family Size Changes:

The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding. The family unit size for any family consisting of a single person must be either a zero or one -bedroom unit.

If the family does not meet the HQS space standards because of an increase in family size, or a change in the family composition, the Section 8 Office must issue the family a new voucher, and the family must find an acceptable unit as soon as possible.

If an acceptable unit is available for the rental by the family, the Section 8 Office must

terminate the HAP contract in accordance with its terms.

Under the voucher program when the subsidy or voucher assignment is too large for the family size the Section 8 Office must issue an appropriate size voucher at the next recertification. The Section 8 Office will notify the family at the Briefing sessions that exceptions to the subsidy standards may be granted, and the circumstances in which the grant of an exception will be considered by the Section 8 Office. These exceptions may include, but are not limited to elderly, medical and health reasons, and unusual family circumstances.

The family must locate a new unit within 120 days of the issuance of the Voucher.

CHAPTER 8
INCOME CONSIDERATIONS AND DETERMINATION OF TOTAL TENANT PAYMENT

A. GENERAL POLICY

Income and the Total Tenant Payment are calculated in accordance with 24 CFR Part 813.

Annual Income is used to compare to the Income Limits. It is the gross amount of income to be received by the household.

HUD has allowable deductions from Annual Income. When these applicable deductions are made from Annual Income, the result is Adjusted Income.

Both Annual and Adjusted Income figure into the rent calculation for Vouchers.

Annual Income is defined as the gross amount of income (prior to deductions) anticipated to be received by the family 12 months after certification or recertification.

The Section 8 Office must compute all income of every family member who is on the lease, including those who are temporarily absent.

In addition, the Section 8 Office must count the income of the spouse of the head of the household if that person is temporarily absent, even if that person is not on the lease.

Income of persons permanently absent will not be counted.

A quality control check has been made of 100% of all files. This percent will be reduced to 50% for the year 2001 review. The Total Tenant Payment and rent calculations are figured on the computer and the calculator.

Income is defined by HUD regulations and is further interpreted in HUD Notices, Memos and Addendum. Those rules must be followed. However, there are policy decisions, which are needed in order to assure consistent interpretation of the HUD rules.

1. Special Family circumstances :

If the family includes children who are temporarily absent from the home due to foster care, the children will be included for purposes of determining unit size only. Any income received by the household for the children must be counted, except for foster or adopted children; however, as of the first of the month following the children's removal from the household, no dependant child allowance (\$480.00) will be given until the children return.

At the time when the children are permanently removed from the household, the unit size for which the household had been found eligible must be reviewed and, if necessary, changed to match the remaining family composition. Children should be returning within six months, will be one of the many standards in changing voucher or unit size.

a. The person(s) contributing to the decision as to whether and when the child may be returned to the family will be consulted.

- b. If the consultant, i.e. social worker, judge, foster care authorities, confirms in writing that the child will be returned to the household within the next 6 (six) months, to the best of his/her knowledge, the family will retain the Voucher size issued. This certification should specifically address the likelihood of success by the parent/guardian trying to retain or gain custody.
- c. If the consultant does not make this confirmation, the situation will be reevaluated after sixty days.
- d. If the children are projected to be out of the home for more than six months from the initial removal date, the Voucher size will be reduced at the next recertification.

If the parent has no other children in the home, the parent will retain his/her eligibility as a remaining member of the tenant family. S/he will be issued an applicable Voucher size.

2. Absent Parents from Household:

The Section 8 Office has determined that if both parents must leave the household and the Department of Human Services and/or the Juvenile Court has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the Section 8 Office will treat that adult as a visitor for sixty days.

After that period, the Section 8 Office will determine whether court awarded custody or legal guardianship has been granted to the caretaker. If so, the Voucher will be transferred to the caretaker.

If custody or legal guardianship has not been awarded by the court, but the action is in process, the Section 8 Office will secure verification from the human services staff or attorney as to the status and likelihood of success. The caretaker will be allowed to remain in the unit, for an additional ninety days, as a visitor, until a determination of custody is made.

This process does not preclude the fact that the landlord may choose not to allow the new adult caretaker. The Section 8 Office will work with the appropriate service agencies and the landlord to provide a smooth transition of the process (es) involved in these cases.

3. Spousal Departure:

If the spouse leaves the household, the family must report in writing the change in family composition to the Section 8 Office, stating that the spouse is permanently absent.

The spouse will be determined permanently absent if the family declares that they have been gone for three months or more of the recertification period and declares they are permanently absent in writing.

Persons who report that a spouse has left the household in this situation must provide adequate proof of absence if they are to be considered permanently absent during the first

three months.

If the spouse leaves the household and the period of time is less than three months, the family member will be determined temporarily absent unless one of these verifications are provided:

Husband or wife institutes divorce action

Husband or wife institutes legal separation

Order of protection

Proof of absence that would be acceptable would include proof that they were living in another location such as utility bills, canceled checks for rent, drivers license or lease or rental agreement in their name at another location or work records, indicating another address. If these proofs cannot be provided, the Section 8 Office will consider statements from other agencies or TANF (Temporary Assistance to Needy Families) or the Crisis Assistance Bureau in Department of Human Services.

If the adult child is incarcerated, a document from the Court attorney or prison should be obtained as to how long s/he will be incarcerated.

If the family member with children gives notice to the Section 8 Office before vacating the unit, the Section 8 Office will discuss the situation and make a determination as to who will retain the Voucher subject to Section 19.C.

The three months specified in this section start from the time the family reported the change in family composition.

4. Adult Child:

If an adult child goes into the military and leaves the household, they will be determined permanently absent.

A student (other than husband or wife) who attends school away from home but lives with the family during school recesses may be considered permanently absent (income not counted, not on lease, not counted for Voucher size) or temporarily absent (income counted, on lease, counted for Voucher size) at the family's option.

Adult children will be determined permanently absent if the family declares that they have been gone for three months or more of the recertification period and declares they are permanently absent in writing.

Persons who report that an adult child has left the household in this situation must provide

adequate proof of absence if they are to be considered permanently absent during the first three months.

If the adult child leaves the household and the period of time is less than three months, the family member will be determined temporarily absent unless one of these verifications are provided:

Order of Protection:

The family must report the change in family composition to the Section 8 Office, stating the adult child will be permanently absent.

If the adult child leaves the household, the family must report in writing the change in family composition to the Section 8 Office, stating the adult child will be permanently absent.

If the adult child is incarcerated, a document from the Court, attorney or prison should be obtained as to how long s/he will be incarcerated.

5. Joint Custody of Children:

If children are a part of an assisted household pursuant to a court order joint custody agreement, a document from the court indicating the nature of the custody should be submitted.

Children who are subject to a joint custody agreement and meet the criteria in Chapter 4, Eligibility for Admission, Section A, Family Composition, Joint Custody of Children, will be considered members of the household. If the family includes a child who is temporarily absent from the home due to foster care, the standards in 4.A. will be used.

If both families are on the program or the waiting list, only one parent may claim the child. The parents will be encouraged to make a decision as to which parent claims the child as a family member.

6. Visitors:

Visitors are allowed to stay for up to thirty consecutive days under the typical lease, but 30 days is the maximum as far as Section 8 regulations require. Visitors are not considered members of the family. If the person is a visitor and does not intend to become a "permanent" member of the family, the Section 8 Office does not have to consider this a change in family composition.

Visitors who stay longer than thirty consecutive days must have written permission of the landlord with a copy to the Section 8 Office. Any adult visitor who has been in the unit more than 120 days (construed as overnight stays) in a 12-month period will be considered to be living in the unit as a household member unless proof can be provided that this is not their principal place of residence.

Proof of absence that would be acceptable would include proof that they were living in another location, such as utility bills, canceled checks for rent, drivers licenses, lease or rental agreement in their name at another location or employment verification of their home address.

Minor and college students who were part of the family but who now live away from home during the school year and are not considered members of the household, may visit for up to 150 days per year without being considered a member of the household, as long as they have written permission of the owner/manager to stay longer than thirty consecutive days.

In addition, in a joint custody arrangement, if the minor is in the household less than 183 days per year, the minor will be considered to be an eligible visitor and not a family member.

7. Adult Family Members other than Spouse:

Other persons who were declared to be members of the family, such as members living in a spousal relationship, if the family declares that they have been gone for three months or more of the recertification period and declares they are permanently absent in writing, they will be determined permanently absent.

Persons who report that an adult member has left the household in this situation must provide acceptable proof of absence if they are to be considered permanently absent during the first three months.

If the adult leaves the household and the period of time is less than three months, the family member will be determined temporarily absent unless one of these verifications are provided:

- a. Order of Protection**
- b. Proofs of absence which would be acceptable would include proof that they were living in another location such as utility bills, canceled checks for rent, or telephone bills in their name at another location or work records indicating another address.**
- c. If these proofs cannot be provided, the Section 8 Office will consider statements from other agencies such as the Department of Human Services.**
- d. If no other proof can be provided, the Section 8 Office will accept a notarized statement from the family.**

The three months specified in this section start from the time the family reported the change in family composition.

If the adult is incarcerated, a document from the Court or prison or a statement from an attorney knowledgeable of the case should be obtained as to how long they will be incarcerated.

Reporting to Owner:

For people staying more than thirty days, the additional person, whether a family member or a visitor, must be reported to the owner/manager. In the case of the minor staying longer than thirty days, or college students who were part of the family but who now live away from home during the school year and are not counted as family members, as described above, written permission must be obtained from the owner allowing them to continue in residence as a visitor.

Reporting to the Section 8 Office:

The family will need to declare a member as permanently or temporarily absent in writing to the Section 8 Office. The Section 8 Office will advise the family at that time, or at re-examination, what the options are and how it might affect the Total Tenant Payment or the Voucher size.

The family should be counseled at briefings and reexamination on the effect of the permanently/ temporarily absent policy on income.

B. AVERAGING INCOME

The Section 8 Office will figure income, when the income is not received for a full year, by annualizing current income (and subsequently conducting an interim re-examination if income changes).

The current known amount of income actually received by the applicant and participant will be projected into an annual income (annualization).

Averaging known, but not actually received at the time, sources will not be used as a calculation method to prevent hardship to families.

However, once these incomes are actually earned the applicant or participant is required to come in for an interim change. Not to do so will require the applicant or participant to enter into a repayment agreement.

C. MINIMUM INCOME

There is no minimum income requirement, but the staff should use good interviewing skills to determine whether there actually is income, but it is not being reported.

Families who report zero income will be required to report to the Section 8 Office every ninety days on their normal expenditures to determine whether income is being received by the household. Families will be questioned about in kind income.

This could include amounts paid by tenants for utilities including telephone, food (other than with food stamps), transportation, clothing, etc. that should be counted as income (in kind).

D. TEMPORARILY ABSENT FAMILY MEMBERS' INCOME

Income of temporarily absent family members is counted.

If the spouse or the head of household is temporarily absent, his/her entire income is counted whether or not s/he is on the lease. The decision as to whether the person is considered temporarily absent will be made in accordance with Chapter 8, Section A.1. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may promulgate such as Operation Desert Storm income) is counted as income.

E. INCOME OF A PERSON PERMANENTLY CONFINED TO NURSING HOME

If a family member is permanently confined to the hospital or nursing home, and there is a family member left in the household, the Section 8 Office will calculate the Total Tenant Payment, using the following method:

- 1. Perform the calculation of Adjusted Income, excluding the income of the person permanently confined to the nursing home and give the tenant no medical deductions paid on behalf of the confined family member;**
- 2. Perform the calculation of Adjusted Income, including the income of the person permanently confined to the nursing home and give the tenant the medical deductions they have to pay on behalf of the person in the nursing home.**

The family will be encouraged to use the result that most benefits the tenant. However, the tenant will make the final choice.

F. REGULAR CONTRIBUTIONS AND GIFTS

Regular contributions (weekly, monthly, bi-monthly, etc.) and gifts received from persons outside the household are counted as income.

The Section 8 Office will interview the tenant and review their current bills to determine In kind income or the amounts paid for utilities, phone, transportation, costs, food, and other known household expenses to determine what regular income, including in-kind contributions, are made.

A notarized statement will be obtained from the client, noting the source wherever possible, or third-party verification will be used where obtainable.

G. ALIMONY AND CHILD SUPPORT

Regular alimony and child support payments are counted as income. However, if the head of household is legally required to pay spousal support up to \$550.00, this can be excluded from Annual Income.

For the head of household who are required to pay child support up to \$480.00, this can be excluded from Annual Income.

If the child support is not received on a regular basis, the Section 8 Office must count the amount of child support in the divorce decree or separation agreement unless the Section 8 Office verifies that the income is not provided.

In order to calculate with any amount other than the amount in the award, the Section 8 Office must obtain a certification from the tenant as to how much is being received on an annual basis, plus they must have documentation in the file that the family has filed with the agency responsible for enforcing the payments.

When proof is received (from the Division of Child Support Enforcement, for example, for the prior 12 months), the Section 8 Office will use the amount received over the last 12 months if no projection of anticipated income can be made.

Where there is no proof or where there is disagreement in the amount received in the verification documents or statements, or where families have stated that they have never filed with an agency to enforce payments, the Section 8 Office will request information from the Division of Child Support Enforcement in the applicable state.

The Section 8 Office will also request a copy of the divorce decree from the Clerk of Court if the family states that there is a decree but cannot produce it.

If no other documents are obtainable, the Section 8 Office will accept a notarized statement from the family regarding the amount they are receiving; if possible, it should be stamped by the Clerk of Court.

H. LUMP SUM RECEIPTS

Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health, accident insurance and worker's compensation), capital gains, settlement for personal, property losses, social security and SSI lump sums are not included in income.

Lump sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income.

Treatment of accumulated periodic payments because the income was deferred due to a dispute is handled no differently than periodic payments, which are deferred because of processing problems.

The calculation will be done prospectively for families who report the Lump sum amount on a timely basis.

If the lump sum amount is received and reported so that it results in an interim adjustment, it will be calculated as follows:

- 1. The entire lump sum payment will be added to the rest of the annual income at the interim;**

2. The lump sum will be calculated with the same method for any interims, which occur prior to the next annual recertification.

If the family does not report the lump sum payment in a timely manner, the lump sum amount will be calculated retroactively in this way:

- 1. The Section 8 Office will calculate the lump sum retroactively, going back to the date the lump sum payment was to be considered, as long as that date is not prior to program participation.**
- 2. The Section 8 Office will determine the amount of income for each year and recalculate the rent for each year and determine the rent due the Section 8 Office against the lump sum amount.**

The tenant must pay the "retroactive" rent to the Section 8 Office or enter into a repayment agreement. It is the Section 8 Office's option as to which method will be used.

The tenant officially owes this money to the Section 8 Office whether or not she/he chooses to continue to participate in any Section 8 Program.

Attorney Fees:

Attorney fees may be deducted from lump sum payments when computing annual income when the attorney's efforts have recovered a lump sum compensation for the wrongful reduction or denial of a periodic payment, and the recovery does not include an additional amount in full satisfaction of the attorney fees.

In these situations, the tenant does not actually recover the entire amount of the past due periodic payments because s/he must pay the attorney fees. This situation does not include those in which an amount is withheld from funds otherwise due the tenant to satisfy legitimate financial obligations unrelated to obtaining the income such as:

Withholding from wages to apply child support, alimony, or a judgement creditor;

Garnishment for failure to pay child support, alimony, or a judgement creditor;

The situation does not include those where a tenant incurs attorney fees unrelated to asserting a right to a source of income or where no income results from the attorney's actions. These are the financial responsibility of the tenant and are not deducted in determining annual income.

I. CONTRIBUTIONS TO RETIREMENT FUNDS

Contributions to company retirement/pension funds are handled in this manner:

While an individual is employed, count only amounts the family can withdraw without retiring or terminating employment. Also, any interest or dividends received by the family will be counted.

After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

J. GRANTS AND SCHOLARSHIPS

All educational scholarships include various forms of financial assistance including educational entitlement, grants, work study programs, and financial aid packages. They also include amounts received by veterans for educational purposes.

The Section 8 Office will not verify how the student actually uses the funds that are provided. None of the "expense" categories have to be defined because there is no verification of expenses.

Student loans will not be considered income even if part of the loan is being used for general living expenses.

K. INCOME EXCLUSIONS

- a. Adoption assistance payments in excess of \$480.00 per adopted child. (An allowance of \$480.00 should also be given each adopted child but not for foster children).
- b. Earnings received for the care of foster children.
- c. Income earned by full-time students 18 years and older (excluding head of household or spouse)
- d. Income received as part of a state or local employment training program.
- e. The full amount paid directly to the student or financial institution.
- f. Income of a live-in aide.
- g. Temporary non-recurring or sporadic income (including gifts).
- h. All special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
- i. The value of allotment under Food Stamp Act of 1977; Domestic Volunteer Services Act of 1973; Title IV of the Higher Ed. Act of 1965; BIA student assistance program; Title V of the Older Americans Act of 1965; Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the Agent Orange product liability litigation, MDL #381 (E.D.N.Y.);

**Maine Indian Claims Settlement Act of 1980; Earned income tax credit;
Low-Income Energy Assistance Program and Job Training Partnership Act and State or
local Job Training Programs.**

- j. Income from employment of children, including Foster Children, under 18 years of age.**
- k. Reimbursements for medical expenses.**
- l. Amounts under training programs funded by HUD.**
- m. Payments received for the care of Foster Children or Foster Adults (usually unrelated to the tenant family who is unable to live alone).**
- n. Lump sum additions to family assets, such as inheritance, insurance payments (including payments under accident insurance and worker's compensation), capital gains and settlements for personal or property losses.**
- o. Amounts received by a disabled person that are disregarded for limited time for purposes of SSI eligibility and benefits because they are set aside for use under a plan to attain self sufficiency.**
- p. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out of pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program.**
- q. Preparations paid by the Foreign Government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.**
- r. Property tax reimbursements paid on the dwelling unit.**
- s. Disabled family member living at home to offset the cost of services and equipment needed to keep that member at home.**
- t. The value of any child care provided or reimbursed for under the Child care and Development Block Grant Act of 1990.**

L. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE

The Section 8 Office must count assets disposed of for less than fair market value during the two years preceding examination or reexamination. The Section 8 Office will count the difference between the market value and the actual payment received.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Generally, assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

HUD does not specify a minimum threshold for counting assets disposed of for less than Fair Market value, but allows the Section 8 Office to establish a threshold in the Administrative Plan that will enable them to ignore small amounts such as charitable contributions.

The Section 8 Office minimum threshold for counting assets disposed of for less than Fair Market value is \$1,000. If the total amount of assets disposed of within a one-year period is less than \$1,000; they will not be considered an asset for the two-year period.

If the total amount of assets disposed of within a one-year period is more than \$1,000, all assets disposed of for less than Fair Market Value will be counted as assets for two years from the date the asset was disposed of.

M. CHILD CARE EXPENSES

Child care deduction will not be given for children under 13 years of age attending a private school, rather than a public school.

However, if the private school also provides day care or after school care, in addition to regular school hours for school age children, the after-hours care can be counted as child care expenses, as long as the family is eligible for child care deduction.

If the parents in the household are not available to care for the child, child care expense may be allowed for the family, even if there is an adult member of the household available to care for the child.

The reasonableness standard for allowing child care expenses as a deduction uses the following standards:

Child care to work: The maximum child care allowed would be based on the amount earned of the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

Child care for school: The Section 8 Office will compare the number of hours the family member is attending school and base the reasonableness standard on the number of hours attending school (with the addition of one hour of travel time to and from school) versus the number of hours claimed for child care.

The Section 8 Office may complete random surveys to determine child care rates in the City of Alexandria and the region to be used as reasonableness guides.

N. MEDICAL EXPENSES

When it is unclear in the HUD rules as to whether or not to allow an item as a Medical expense, IRS Publication 502 will be used as a guide.

Non-prescription medicines must be doctor recommended with a specific dosage, or the dosage may be based on past history receipts with verified current expenses projected on the receipts provided, in order to be considered as a medical expense.

Medical expenses are used only for elderly and disabled individuals and families .

CHAPTER 9 VERIFICATION PROCEDURES

A. GENERAL POLICY

The Section 8 Office verifies family income, family composition, status of full -time students, value of assets, residency preference, citizenship, non -citizenship, convictions within the past 12 months, eviction from subsidized housing within the past three years and other factors relating to eligibility determinations before an applicant is issued a Voucher.

B. METHODS OF VERIFICATION

In the order presented, the Section 8 Office will attempt to effectuate:

Third-Party Verification:

Third-party verification is considered to be the most effective means of verifying information provided by the family. Verification forms will be sent by mail to the appropriate third party with a request that the form be returned via mail. It is the intent of the Section 8 Office that the form shall never pass through the hands of the applicant/participant.

In the event that third-party written verification is not possible due to an unwillingness by the source to respond, or in the event that the information is not returned within 14 calendar days, staff will be advised to note the file accordingly and then to proceed with the third-party oral verification. Oral verification will be effectuated through a phone call to the source or via an "in person" meeting. When third-party oral verification is used, staff will be required to document the file noting to whom they spoke with, the date of the conversation, and the nature (facts provided) of the conversation.

If written or oral third party verification cannot be obtained within 14 calendar days or oral verification fails, alternative verification can be obtained, i.e. consecutive pay stubs, award letters, applicant/participant notarized certification or computer matching, to complete the eligibly, recertification or interim certification process.

The Section 8 Office should not allow applicants to "hand carry" or bring back verifications from the source providing third-party verifications. The request for third-party verifications will be mailed by the Section 8 Office directly to the third -party source, and will ask that the verification be returned to the Section 8 Office.

State Wage Information Collection Agency (SWICA) :

The Section 8 Office will require a SWICA form for every household member 18 years of age and older. The Virginia, District of Columbia and the State of Maryland Employment Commissions will all have SWICA forms mailed to them. If these forms are not returned in a timely manner the certification or recertification process will not be delayed.

If a household member 18 years of age and older is a zero income individual or an individual who has received wage benefits in another jurisdiction, the Section 8 Office retains the right to require SWICA information from all relevant jurisdictions.

HUD Form 50058:

The Section 8 Staff will print a HUD form 50058 Family Report for any of the following actions: New Admission, Reexamination, Interim Redetermination, Portability Move -in, Portability Move -out, End Participation, and other change of unit for the existing Certificate, Housing Voucher Program, and the Moderate Rehabilitation Programs.

HUD Form 9886:

The Section 8 Office will require each adult family member to complete and sign a HUD form 9886 Authorization for the Release of Information/Privacy Act Notice during: Initial Lease -up, Annual Recertification, and Interim changes (if a 9886 was not updated in the file in the past 12 months). The Section 8 Office will require the Placement Officer to complete the PHA information of the reverse side of this form.

C. OTHER VERIFICATION METHODS

Use of Computer Printouts or TPQY Cards:

In as much as many agencies have gone to the use of computer -generated forms in responding to the Section 8 Office request for "third-party written verification", the Section 8 Office may accept all such computer forms as documentation of third -party verification.

Entities known to use such forms may include (but are not limited to):

Social Security Administration
Veteran's Administration
Welfare Assistance
Unemployment Compensation Board
Child Support through Agency Enforcement

Review of Documents:

To expedite an application, staff will request the applicant or participant to bring in actual documents at the time of application. If third -party verification (written or oral) is not obtained within 14 calendar days, the staff person will process the application based on the actual documents received from the applicant/participant. If third -party verification is obtained after the initial determination, an interim change will be completed if needed.

All documents will be photocopied, unless prohibited and will be used to record the verification when third -party verification cannot be obtained.

Where "review of documents" occurs and forms cannot be photocopied, staff viewing document(s) will be required to note the file.

Applicant Certification/Self-Declaration(s):

When either form of third-party verification or review of documents cannot complete verification, applicants will be required to submit a notarized statement.

Notarized statements are only to be used as a last resort, when the other forms of verification

are impossible to obtain. A non-notarized tenant statement as a form of verification is not acceptable.

When reasonable effort is being made by the family to obtain documents needed for verification, a notarized statement may be used for allowances and deductions. Where there is no reasonable effort being made, the expense will be disallowed.

A family cannot self-certify their disability status.

Certifications, which do not have to be notarized, include the Certification of the Divestiture of Assets.

Time Limits on Verifications:

Information used in determining a family eligibility must be current within 60 days before issuing a Voucher. (This does not apply to reexaminations and interims, for which information must not exceed 120 days.)

D. RELEASE OF INFORMATION

At the application stage, families will be asked to sign appropriate verification forms, as well as the HUD Authorization for the Release of Information/Privacy Act Notice Form #9886. Each member so requested to consent to the release of information will be provided with a copy of the appropriate forms for their review and signature.

Each verification form will contain the appropriate family member's signature as proof of:

 Their consent to the "third party" for release of specified information; and

 Evidence of their understanding of the type/nature of information being sought.

Family refusal to cooperate with the HUD prescribed verification system will result in the termination of the household's application and will result in ineligibility status.

A general release of information form or notarized statement from the applicant/participant is required before the Section 8 Office will release any information from the applicant/participant's file to anyone other than the head of household or family member listed on their application.

E. COMPUTER MATCHING

Where allowed by HUD and/or other State or local agencies, computer matching will be done.

Where computer information is a feasible method of verification, those sources will be utilized.

F. ITEMS TO BE VERIFIED

ALL INCOME unless specifically excluded by the regulations;

CURRENT ASSETS (for those assets disposed of for less than fair market value in preceding two years, verification will simply be a "self-certification");

FULL-TIME STUDENT ("FTS") STATUS (as defined by the institution for persons carrying equivalent of what school considers to be full-time for students) includes High School students who are 18 or over; educational or vocational schools are qualifying institutions.

TOTAL MEDICAL EXPENSES for "elderly" or disabled families only whose head or spouse is 62 years of age or older or disabled according to the HUD definition;

CHILD CARE EXPENSES allowing an adult family member to be employed or to further their education;

DISABLED ASSISTANCE EXPENSES to include only those costs associated with attendant care or auxiliary apparatus, which allows an adult family member to be gainfully employed;

FAMILY REQUESTING A LARGER UNIT THAN APPLICABLE under the Section 8 Office Occupancy Standards (only where family can show that larger unit is needed for "medical purposes" or other extenuating circumstances); a single person family can only receive an additional bedroom when s/he needs a live-in-aide or for unusually large or sizable medical equipment.

RESIDENCY PREFERENCE STATUS based upon the applicable policies pertaining to the residency preference requirements;

ZERO INCOME STATUS of household will be verified initially and every ninety days thereafter. Families alleging to have NO income will be required to execute verification forms to determine that the more obvious forms of income such as unemployment benefits, TANF, the household is not receiving SSI, SWICA, etc. The responses from these types of sources will then serve as third-party INDEPENDENT verification. Families claiming zero income will be subject to In kind income requirements.

G. MINIMUM INCOME AND RENT

There is no minimum income requirement, but the staff should use good interviewing skills to determine whether there actually is income, but it is not being reported.

If the family reports zero income, the Section 8 Office will have the family sign a verification form for the Welfare Department to verify that no income is being provided.

Families with zero income will be required to report to the Section 8 Office every ninety days. In addition, verification will be obtained from the Virginia, District of Columbia and Maryland SWICA agencies.

There is no minimum income requirement and the MINIMUM RENT/TOTAL TENANT PAYMENT (TTP) requirement is \$0 for the participants in the Certificate, Voucher and Moderate Rehabilitation programs. In kind income will be used when family is paying or receiving for food, transportation, donations or if family is also responsible for utilities, cable, pager, phone, etc.

H. ACCEPTABLE FORMS OF VERIFICATION

Specific information must be obtained from third-party sources to verify the information provided by the applicant. The Section 8 Office will consider the following verification information acceptable in the order listed:

Employment Income:

Any verification form MUST request the employer to specify the:

**Amount and frequency of pay;
Effective date of the last pay increase; and**

Acceptable forms of verification include (in this order):

- 1. Employment verification form completed by the employer.**
- 2. Check stubs or earning statements showing employee's gross pay per pay period and frequency of pay.**
- 3. W-2 forms if applicant has had the same job for at least two years and pay increases can be accurately projected.**
- 4. Notarized statements, affidavits or income tax returns signed by the applicant describing self-employment and amount of income or income from tips and other gratuities.**

Acceptable forms of SWICA verification of wages and unemployment compensation for Head of Household and every family member 18 years of age and older must include:

- 1. Completed verification form from the Virginia Employment Commission**
- 2. Completed verification form from the District of Columbia Office of Employment Compensation**
- 3. Completed verification form from the Maryland Office of Unemployment Insurance.**

Social Security, Pensions, Supplementary Security Income (SSI) Disability Income:

- 1. Benefit verification form completed by agency providing the benefits.**

2. Award or benefit notification letters prepared and signed by the authorizing agency. (Since checks or bank deposit slips show only net amounts remaining after deducting SSI or Medicare, they may be used only when award letters cannot be obtained.)
3. If a local Social Security Administration (SSA) office refuses to provide written verifications, the Housing Program Supervisor should meet with the office supervisor.
 - a. If the supervisor refuses to complete the written forms in a timely manner, the Section 8 Office may accept a check or automatic deposit slip as interim verification of Social Security or SSI benefits as long as any Medicare or State health insurance withholdings are included in Annual Income.
 - b. The Section 8 Office should immediately notify the local DC HUD Field Office of the SSA's refusal to provide verification information.

Unemployment Compensation:

1. Verification form completed by the unemployment compensation agency.
2. Records from unemployment office stating payment dates and amounts.

Welfare:

1. **All Welfare Programs.** Welfare or Social Services agency's written or computerized statements as to type and amount of assistance the family is now receiving, and any changes in assistance expected during the next 12 months. If the delay in verification exceeds 14 calendar days, a copy of the check or award letter(s) will be used until the third -party verification is received.

Alimony or Child Support Payments:

1. Copy of a separation or settlement agreement or a divorce decree or verification from a Division of Child Support Enforcement Agency stating amount and type of support and payment schedules.
2. A notarized letter from the person paying the support.
3. Copy of latest check.
4. Applicant's notarized statement or affidavit of amount received or that support payments are not being received and the likelihood of support

payments being received in the future.

If payments are irregular:

1. Statement from agency responsible for enforcing payments to show that family has filed and payment history.
2. Applicant's notarized statement or affidavit of amount received.

Net Income from a Business:

The following documents show income for the prior years. Section 8 Office must consult with applicants and use this data to estimate income for the next 12 months.

1. IRS Tax Return, Form 1040, including any:
 - Schedule C (Small Business)
 - Schedule E (Rental Property Income)
 - Schedule F (Farm Income)
2. An accountant's calculation of depreciation expense, computed using straight-line depreciation rules. (Required when accelerated depreciation was used on the tax return or financial statement).
3. Audited or unaudited financial statement(s) of the business.
4. Loan application listing income derived from the business during the previous 12 months.
5. Documents such as manifests, appointment books, cashbooks, bank statements, and receipts will be used as a guide for the prior six months (or lesser period if not in business for six months) to project income for the next 12 months. The family will be advised to maintain these documents in the future if they are not available.
6. Applicant's notarized statement or affidavit as to net income earned from the business during previous years for the initial certification only. After that, only verification methods 1 through 5 will be acceptable.

For Child Care Business:

If an applicant/participant is operating a licensed day care business and has been operating as a business, income will be verified as with any other business.

However, if the applicant/participant is operating a "cash and carry" operation (which may or may not be licensed) verification of income received may be more difficult.

The Section 8 Office will require that the applicant/participant complete a form that shows: name of person whose child is being cared for, number of hours child is being cared for, method of payment (check/cash), signature of person certifying to amounts paid for child care, and phone number.

If Child care services were terminated, a third-party verification will be sent first to the day care provider; if day care provider is not responsive within 14 days, verification will be sent to the parent whose child was cared for.

If the family has filed a tax return, the family will be required to provide it.

Recurring Gifts:

- 1. Applicant's notarized statement or affidavit that provides the required information.**
- 2. Notarized statement or affidavit signed by the person providing the assistance. Must give the purpose, dates and value of gifts.**

Scholarships, Grants, and Veterans Administration Benefits for Education:

- 1. Benefactor's written confirmation of amount and purpose of assistance with a breakdown, which includes the amount of the grant for the student's tuition, fees, books, equipment, supplies, materials, transportation, and miscellaneous personal expense.**
- 2. Statement from school showing amount of grant for costs of attendance figured into grant or scholarship, obtained by third-party verification.**
- 3. If necessary, the award letter will be used, if attendance costs are itemized in the letter.**

Family Assets Now Held:

For non-liquid assets, collect enough information to determine the current cash value or the net amount the family would receive if the asset were converted to cash.

- 1. Verification forms, letters, or documents from a financial institution, broker, etc.**
- 2. Passbooks, checking account statements of deposit, bonds, or financial statements completed by a financial institution or broker.**
- 3. Quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate.**
- 4. Real estate taxes statements if tax authority uses approximately market value.**

5. Copies of closing documents showing the selling price, the distribution of the sales proceeds and the net amount to the borrower.
6. Appraisals of personal property held as an investment.
7. Applicant's notarized statements or signed affidavits describing assets or cash held at the applicant's home or in safe deposit boxes.
8. Net income from a business.

Assets Disposed of for Less than Fair Market Value (FMV) during Two Years Preceding Effective Date of Certification or Recertification:

1. For all Certifications and Recertification, the Section 8 Office will obtain the family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding effective date of the certification or recertification.
2. If the family certifies that they did dispose of assets for less than fair market value, the certification should show: (a) all assets disposed of for less than FMV; (b) the date they disposed of the assets; (c) the amount the family received; and (d) the assets' market value at the time of disposition.

Savings Account Interest Income and Dividends:

1. Account statements, passbooks, certificates of deposit, etc.
2. Broker's quarterly statements showing value of stocks or bonds and the earnings credited the applicant/participant.
3. If the Section 8 Office accepts an IRS Form 1099 from the financial institution, the Section 8 Office must adjust the information to project earnings expected for the next 12 months.

Interest Income from Sale of Real Property Pursuant to a Purchase Money Mortgage Installment Sales Contract, or Similar Arrangement:

1. A letter from an accountant, attorney, real estate broker, the buyer, or a financial Institution stating interest due for next 12 months. (A copy of the check paid by the buyer to the applicant is NOT sufficient since appropriate breakdown of interest and principal is not included.)
2. Amortization schedule showing interest for the 12 months following the effective date of the certification or recertification.

Rental Income from Property Owned by Applicant/Participant:

(Section 8 Office must adjust these amounts for changes expected during the next 12 months).

1. **IRS Form 1040 with Schedule E (Rental Income).**
2. **Copies of latest rent checks, leases, or utility bills.**
3. **Documentation of applicant's/participant's income and expenses in renting the property (tax statements, insurance premiums, receipts for reasonable maintenance and utilities, bank statements or amortization schedules showing monthly interest expense).**
4. **Statement identifying monthly rent due.**

Full-time Student Status:

1. **Written verification from the registrar's office or appropriate school official.**
2. **School records indicating enrollment for sufficient number of credits to be considered a full-time student by the school.**
3. **This section applies to full time students enrolled in colleges and vocational schools.**

Child Care Expenses:

1. **Written verification from the person who receives the payments. If the child care provider is an individual, they must provide a written declaration of the amount they are charging the Section 8 applicant/participant for their services.**
2. **Verifications must specify the child care provider's name, address, and phone number, the names of the children cared for, and the frequency (number of times the baby sitting occurs), the rate of pay, and the typical yearly amount paid, including school and vacation periods.**
3. **Applicant's certification as to whether any of those payments have been or will be reimbursed by outside sources.**

Medical Expenses:

1. **Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, etc., of:**
 - a. **The estimated medical costs to be incurred by the applicant/participant and of regular payments due on medical bills; and**
 - b. **Extent to which those expenses will be reimbursed by insurance or a government agency.**
2. **The insurance company's or employer's written confirmation of health insurance premiums to be paid by the applicant/participant.**

3. **Applicant's/Participant's certification as to whether any of those payments have been or will be reimbursed by outside sources.**
4. **Social Security Administration's written confirmation of Medicare premiums to be paid by the applicant over the next 12 months.**
5. **Use canceled checks or payment books to estimate the next years cost.**
6. **For attendant care:**
 - a. **Doctor's certification that the assistance of an attendant is medically necessary.**
 - b. **Attendant's written confirmation of hours of care provided and amounts and frequency of payments received from the family (or copies of canceled checks the family used to make those payments).**
 - c. **Applicant's certification as to whether any of those payments have been or will be reimbursed by outside sources.**
 - d. **Contract establishing rights, responsibilities, hours, rate of pay**
7. **Receipts, canceled checks, or pay stubs that indicate health insurance premium costs, etc., that verify medical costs and insurance expenses also likely to be incurred in the next 12 months.**
8. **Copies of payment agreements with medical facilities or canceled checks that verify payments made on outstanding medical bills that will continue over all or part of the next 12 months.**
9. **Receipts or other record of medical expenses incurred during the past 12 months that can be used to anticipate future medical expenses. Section 8 Office may use this approach for "general medical expenses" such as non-prescription drugs and regular visits to doctors or dentists, but not for one-time, nonrecurring expenses from the previous year.**

Medical insurance deductible amounts may be used as a medical expense if the total medical expenses exceed this deductible amount.

The Section 8 Office will use mileage at the IRS County rate or cab receipts or bus fare with to/from addresses listed for verification of the cost of transportation directly related to medical treatment.

Medical Need for Larger Unit:

A doctor must certify that such arrangements are medically necessary. (A single person family can only receive an additional bedroom when s/he needs a live-in aide).

All approvals for larger units based on medical needs are entirely at the Section 8 Office's discretion. All decisions will be made on a case-by-case basis.

Recovery from Addiction:

The Section 8 Office will verify whether a person has recovered from an addiction to a controlled substance from officials of the program the person is enrolled in to determine whether there has been satisfactory progress or evidence of completion of the program.

Assistance to Disabled:

1. Attendant Care:

- a. If attendant works for an agency, third-party verification of rate of pay paid by tenant as well as the number of hours worked will be provided by agency (only if paid by tenant).**
- b. Attendant's written certification as to amount received from the Applicant/participant; frequency of receipt of amounts paid; hours of care provided; and/or copies of canceled checks applicant/participant used to make those payments.**
- c. Certifications required in paragraph 3.b. below and/or copies of canceled checks applicant/tenant used to make those payments.**
- d. Contract establishing rights, responsibilities, hours worked, rated of pay, etc.**
- e. Doctor's statement establishing need for attendant care.**

2. Auxiliary Apparatus:

- a. Receipts for purchases of, or evidence of monthly payments for, Auxiliary apparatus.**
- b. In the case where the disabled person is employed, a statement from the employer that the auxiliary apparatus is necessary for employment.**

3. In All Cases:

- a. Written certification from a doctor or a rehabilitation agency that The disabled person requires the services of an attendant or the use of auxiliary apparatus to permit the disabled person to be employed or to function independently to enable another family member to be**

employed.

- b. Family's written certification as to whether they receive reimbursement for any of the expenses in paragraph 1. And 2. above and the amount of any reimbursement received.

I. RESIDENCY PREFERENCE

The Section 8 Office will use leases, rent receipts, certification from owners/agents, utility bills, employer records, school records, drivers licenses, voters registration records, real estate, summons for jury duty or credit reports to verify residency.

J. VERIFYING FACTORS OF ELIGIBILITY

The following types of verification will be acceptable as methods to document applicants/participants statements regarding family status.

There must be verification that the person exists in the household. The first requirement is a birth certificate for everyone listed in the household. If it is not available, the applicant/participant will be requested to obtain from the State or local government a copy of the original or certified birth certificate. If this is not available, some proof that the person is actually that person must be submitted.

Verification for adults would include one of these forms:

Certificate of Birth, Naturalization papers, Resident Alien Card
Church issued baptismal certificate, Family Bible
Legal driver's license
US military discharge
Passport
Voter's registration
Company ID
Health and Human Services ID
Social Security ID
Department of Motor Vehicles Identification Card
Hospital birth records
US Census Bureau
INS Work Permit

Verification for minors would include one of these forms:

Certificate of Birth, Resident Alien Card
Adoption papers
Custody agreement
Health and Human Services ID
School records
Passport

If none of these documents can be provided, a third party who knows the person may be used for verification.

Verification of divorce status would be accomplished by viewing a copy of the divorce decree, signed by a Court Officer.

Verification of a separation would be a copy of court ordered maintenance, or temporary settlement.

Verification of guardianship would be:

Court ordered assignment

Notarized declaration of parent

Verification from social services agency

School records

It is possible to have what appear to be two families in the same household (such as mother and father and daughter with her own family). However, they have applied as one family, so they are one family as long as they claim to be a family and meet the family definition.

Verification of single pregnant woman status would be a written statement from a doctor, clinic, or hospital attesting to this status.

The declaration on the application form of the individual's intent to share residency will be considered sufficient evidence of meeting the definition of family.

CHAPTER 10

BRIEFING OF FAMILIES AND ISSUANCE OF VOUCHERS

A. BRIEFINGS

Purpose of the Briefing:

The purpose of the briefing is to go over the Voucher holder's packet in order to fully inform the applicant about the program so that s/he will be able to discuss it with potential participating owners and to learn program requirements.

Briefing Attendance Requirement:

All families are required to attend the briefing when they are initially issued a Voucher. No Voucher will be awarded unless the household representative has attended a briefing.

Failure to attend a scheduled briefing will result in the family's application being held in the pending and possibly denial categories.

Applicants who fail to appear for their first appointment for the briefing will automatically be scheduled for the second briefing appointment.

Families may have an excused absence for extenuating circumstances and may be scheduled for an individual briefing or the next group briefing for that assistance.

Two failures to appear at scheduled briefings shall result in withdrawal of his/her application. The applicant will be notified of such withdrawal and determination of ineligibility and of his/her right to an informal review. The family will then have to re-apply for assistance.

For elderly, and disabled families, briefing may be held in their homes if there are physical or other impairments. Briefings are provided in English and Spanish if necessary.

Format of the Briefing:

A Section 8 staff member handles the briefing of Voucher holders on a group and individual basis. Families are requested to sign their Voucher at their briefing. When group briefings are conducted, applicants are given the opportunity to meet individually after the group briefing (or given an individual appointment to meet) and given an opportunity to ask additional questions.

The applicant is provided with the following:

- 1. A voucher holder's packet contains a description of those items required by Section 982.301 of the regulations including:**
 - 1. A description of how the voucher program works**
 - 2. Family and owner responsibilities**

Alexandria

3. Where the family may lease a unit inside/outside of the City of

- extension**
4. **Regional Opportunity Counseling Program (ROC) and High Poverty Census track information**
 5. **Information relating to effective communication for disabled individuals**
 6. **The term of the voucher and ARHA's policy on any extensions or suspension of the terms and how a family can require an**
- addresses**
7. **How ARHA's determines the maximum rent for an assisted unit**
 8. **The HUD required lease addendum must be included**
 9. **ARHA's policy on providing the two previous landlord's names and phone numbers**
 10. **HUD brochure on how to select unit**
 11. **A list of accessible units for disabled families and individuals**
 12. **The grounds on which ARHA may terminate assistance for a participant family.**
 13. **Information regarding lead-based paint poisoning hazards, symptoms and prevention, the availability of blood lead level screening and HUD's requirements for inspecting, testing, and, in certain circumstances, abating lead-based paint.**
 14. **Fair housing information and housing discrimination complaint forms, as required by HUD**
 15. **Information on the Total Tenant Payment, Tenant Rent or Housing Assistance Payment**
 16. **The Section 8 Office schedule of Utility Allowances**
 17. **Information on the Section 8 Office procedures for conducting informal hearings for participants. This information shall contain the procedures for conducting informal hearings for participants in the Section 8 Office program; including a description of the circumstances in which the Section 8 Office is required to provide the opportunity for an informal hearing and of the procedures for requesting a hearing.**
 - a. **general information package explaining the basics of the rental program for landlord use;**

- b. **current list of interested landlords (by request) and address of their available property;**
- c. **Description of payment standards and Housing Assistance Payments;**

- d. **Procedures for notifying HUD or the Section 8 Office of program abuses such as required side payments or other overcharges and Housing Quality Standards violations in the unit; using forms such as “Things You Should Know”;**
- e. **The HUD brochure, A Good Place to Live;**
- f. **Conditions and procedures for notifying Section 8 Office of changes which occur between interims;**
- g. **Factors to consider before leasing such as;**
 - Unit condition**
 - Rent reasonableness**
 - Proximity to schools, public transportation,**
 - Employment, day care, etc.**
 - Explanation of Portability option and how it works**
- h. **Statement of how disabled persons may request a listing of accessible units known to the agency**
- i. **Any supplemental material the Section 8 Office may deem necessary such as:**
 - Security Deposit Information**
 - Human Rights brochures**
 - Family Certifications/Declarations**
 - Legal Aid Lawyer Referral Service**

General Policies:

In addition to the briefing requirements to be covered determined by HUD regulations, the following items shall be discussed thoroughly in the briefing session.

The amount of the maximum-security deposit, which can be collected by the owner, shall be thoroughly discussed. Collection of the Security Deposit and any special terms provided for the payment of the deposit shall be between Owner and Tenant.

Information shall be included to explain that voucher holders restrict rents at initial lease up. The Section 8 Office shall also explain the Tenant's responsibilities regarding increased rent payments when a family elects to rent a property where the rent is more than the combined total of the voucher subsidy allowed and their tenant payment in the Housing Voucher Program.

The conditions in the lease under which the owner may terminate tenancy and the conditions under which the Section 8 Office may terminate assistance for the program will be explained.

Household Obligations under the Section 8 Rental Assistance Program:

Generally, under the Section 8 Rental Assistance Program, the relationship between tenant and landlord is the same as in the private housing market.

However, once a household receives a Section 8 Voucher, s/he has the following additional obligations. The family must comply with the obligations described in 24 CFR 882.118 and 887.401, as referenced to Chapter 5, and listed in Chapter 20 of this plan.

Procedurally, there are several concerns in meeting these obligations.

The family must:

- 1. Supply any information that Section 8 or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.**
- 2. Supply any information requested by Section 8 or HUD for use in a regularly scheduled re-examination or interim re-examination of family income and composition in accordance with HUD requirements.**
- 3. Disclose and verify social security numbers and must sign and submit consent forms for obtaining information in accordance with HUD requirements.**
- 4. Provide information that is true and complete.**
- 5. Be responsible for a Housing Quality Standards breach caused by the family.**
- 6. Allow Section 8 to inspect the unit at reasonable times and after reasonable notice.**
- 7. Not commit any serious or repeated violation of the lease.**
- 8. Notify Section 8 and the owner in writing before the family moves out of the unit, or terminates the lease on notice to the owner.**
- 9. Promptly give Section 8 a copy of any owner eviction notice.**
- 10. Use the assisted unit for residence by the family. The unit must be the family's only residence.**
- 11. Obtain Section 8 approval before changes in composition. The family must promptly inform Section 8 of the birth, adoption or court-awarded custody of a child before the event occurs. The family must request Section 8 approval to add any other family member as an occupant of the unit.**

12. Promptly notify Section 8 in writing if any family member no longer resides in the unit.
13. Obtain Section 8 approval before a foster child or a live in aide may reside in the unit. Section 8 has the discretion to adopt reasonable policies concerning residence by a foster child or a live in aide and to define when Section 8 consent may be given or denied.
14. Ensure that only legal profit making activities in the unit occur and only if such activities are incidental to primary use of the unit for residence by members of the family.
15. Not sublease or sublet the unit.
16. Not assign the lease or transfer the unit.
17. Supply any information or certification requested by Section 8 to verify that the family is living in the unit, or relating to family absence from the unit, including any Section 8 requested information or certification on the purposes of family absences. The family must cooperate with Section 8 for this purpose. The family must promptly notify Section 8 in writing of absence from the unit.
18. Not own or have any interest in the unit, outside of the Section 8 Home ownership Program.
19. Not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
20. Not engage in drug -related criminal activities or violent criminal activities.
21. Not receive Section 8 tenant -based (voucher) assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State or local housing assistance program. This applies to all head of household and all family members.
22. Submit and sign the HUD required forms such as the HUD 9886 Authorization for Release form;
23. Meet other obligations of the family, as specified under Termination of Assistance.

Owner Referrals:

Voucher holders are provided at their briefing session with a copy of the Vacancy List and advised that the Section 8 Office periodically updates the listing of available housing. They are reminded to pick up the updated list from the office on a monthly basis. Additional assistance is provided as needed upon request.

B. SECURITY DEPOSIT REQUIREMENTS

Voucher Program:

The owner may collect a security deposit equal to that which is charged by the owner to unassisted tenants but can not exceed one full month's contract rent. If the security deposit is not adequate to cover the amount of tenant rent and damage, the landlord may decide to enforce their right to collect from the tenant. Claims for unpaid rent, damages, and vacancy are prohibited on voucher or certificate housing assistance payments contracts executed after October 2, 1995.

The amount of the Security Deposit if the tenant is leasing in place may remain at whatever deposit originally was collected by the Owner.

This amount will be noted on all relevant records and a memo inserted into the tenant's file stating that the security deposit was already in place.

Responsibility for the first and last months' rent is not considered a security deposit issue. The owner should settle the rent deposit of last month's rent, if applicable, with the tenant prior to the beginning of assistance. It can be applied to the Security Deposit formula and/or future rents.

C. VOUCHER ISSUANCE

At the briefing session, each household will be issued a Housing Voucher, which is a document between the Section 8 Office and the applicant's household specifying the rights and responsibilities of each party.

Normally, HUD requires at least a 95% lease-up rate to be considered in good standing. However, the Section 8 Office will issue a sufficient number of Vouchers in order to strive for 100% lease-up (or as close as possible, keeping in mind the turnover rate).

Therefore, the Section 8 Office should maintain monthly reports to determine when and if an application session is necessary, the number of Vouchers to be issued based on turnover statistics, and whether or not the Section 8 Office should "overissue."

Expirations:

The Voucher is valid for a period of sixty calendar days from the date of issuance. Prior to expiration, the family may contact the Section 8 Office to inquire about assistance the Section 8 Office can provide the family in locating suitable housing.

The family must submit a Request for Lease Approval and a copy of the owner's lease within the sixty-day period unless an extension has been granted by the Section 8 Office.

Extensions:

Due to rental market conditions in the City of Alexandria and limited English speaking families, the Section 8 Office will automatically extend the Voucher for an additional sixty days. The Section 8 Office will mail the notice of the extension so that the family prior to the expiration of the initial sixty-day period will receive it.

The family's Voucher in the Section 8 Office file will be amended and sent to the family. Normally, the family will not sign the extension form but the family should sign the extension voucher. If a copy of the original signed Voucher is not available in the file, a new Voucher with the extension period identified will be issued, requiring both the placement officer and family's signature.

This section is not applicable to families who relocate under portability, since the Receiving PHA has the authorization to extend the Voucher.

D. Transitions from Certificates to Vouchers (Interchange ability):

Effective October 1, 1999, (merger date) all Certificate families will be required to convert to the New Housing Voucher Choice Program by their second recertification following 10/1/99.

Conversion of Certificate families to the Housing Choice Voucher will be handled as follows:

- 1. The family's current form of assistance remains in effect at their currently occupied unit unless the Housing Choice Voucher is used, meaning that they submit and the Section 8 Office approves a Request for Lease Approval and Lease and the family moves to the new location.**
- 2. Therefore, if they do not submit a Request for Lease Approval and Lease under the alternate form of assistance and the sixty-day issue period (and automatic extension) runs out, they are allowed to stay in their current unit, under their current form of assistance, unless they have given notice to move to the owner, and the owner has accepted and will not rescind the agreement of the notice or if this second recertification following the merger date (10/1/99) for which the ARHA must convert the family rent assistance under the Certificate Program to the Housing Choice Voucher Program.**
- 3. The tenant may again request the alternate form of assistance at any time and may use it at a new location provided they have properly terminated their lease with the landlord/owner of the unit at which they were receiving assistance under the alternate form of assistance.**

E. PORTABILITY

Assistance in the initial jurisdiction:

The family may receive tenant based assistance to lease in any jurisdiction. This includes any area inside of the City of Alexandria and outside of Metropolitan Statistical Area (MSA) or anywhere in the United States.

The family may receive tenant based assistance to lease a unit outside The City of Alexandria 's jurisdiction:

- 1. In the same state as Alexandria, VA (initial HA).**
- 2. In the same MSA as Alexandria, VA, but in a different state (initial HA).**
- 3. In the MSA that is next to the same MSA as the initial Alexandria, VA, but in a different state.**
- 4. In a jurisdiction of a HA anywhere in the United States that is administering a tenant base program.**

Non -Resident applicants:

This section applies if neither the head of household or spouse of as assisted family already had a domicile in the City of Alexandria's jurisdiction of the initial HA at the time when the family first submitted an application for participation in the program to the initial HA.

During the 12-month period from the time when the family was admitted to program, the family does not have any right to lease a unit outside the initial HA jurisdiction. After this period the family may lease a unit located any where in the jurisdiction in the initial HA.

If both ARHA's Section 8 office (HA) and the receiving HA agree, the family may lease a unit outside the ARHA jurisdiction under Portability procedure, under certain conditions. The special circumstances include:

**Large family size
Elderly Disabled
Due to medical reasons
Keeping family close to other family members**

Income Eligibility:

A family must be income eligible in the area where the family initially leases a unit. This requirement applies if the family is either transferring from the initial HA certificate program.

If a portable family was already a participant in the initial HA certificate or voucher program income eligibility is not redetermined unless the family transfers between the programs.

**ADMINISTRATION BY THE HA OUTSIDE THE CITY OF ALEXANDRIA
(INITIAL HA) JURISDICTION**

Portability: (Administration by receiving HA)

When a family moves under portability to an area outside The City of Alexandria (initial HA jurisdiction) another HA (the receiving HA) must administer assistance for the family if an HA with a tenant base program has jurisdiction in the area where the unit is located.

- 1. In these conditions, Housing Authority's within their jurisdictions and their areas where the family wants to lease a unit must issue the family a voucher.**
- 2. The receiving HA will assist the family under the voucher program.**

Portability Procedures:

- 1. The initial HA must determine whether the family is income eligible in the area where the family wants to lease a unit.**
- 2. The initial HA must advise the family how to contact and request assistance from the receiving HA. The initial HA must promptly notify the receiving HA to expect the family.**
The family must promptly contact the receiving HA, and comply with receiving HA procedures for incoming Portable families.
- 4. The initial HA must give the receiving HA, Portability form 52668, the most recent HUD Form 50058 for the family, and related verifications and information. If the receiving HA opts to conduct a new reexamination, the receiving HA may not delay issuing a family a voucher or otherwise delay approval of a unit unless the recertification is necessary to determine income eligibility.**
- 5. When the Portable family requests assistance from the receiving HA, the receiving HA must promptly inform the initial HA whether the receiving HA will bill the initial HA for assistance on behalf of the Portable family, or will absorb the family into its own program.**
- 6. The receiving HA must issue a voucher to the family. The term of the receiving HA voucher may not expire before the expiration date of any initial HA voucher. The receiving HA must determine whether to extend the voucher term. The family must submit a Request for Lease Approval to the receiving HA during the term of the receiving HA voucher.**
- 7. The receiving HA must determine the family unit size for the portable family. The family unit size is determined in accordance with the subsidy standards of the receiving HA.**
- 8. The receiving HA must promptly notify the initial HA if the family has**

leased an eligible unit
under the program, or if the family fails to submit a Request for Lease Approval for an
eligible unit within the term of the certificate or voucher.

9. To provide tenant based assistance for Portable families, the receiving HA must perform all HA program functions, such as reexamination of family income and composition. At any time, either the initial HA or the receiving HA may make a determination to deny or terminate assistance to the family in accordance with 24 CFR 982.552.

Absorption by the receiving HA:

1. If funding is available under the consolidated ACC for the receiving HA voucher program when the Portable family is received, the receiving HA may absorb the family into the receiving HA Voucher Program. After absorption, the family is assisted with funds available under the consolidated ACC for the receiving HA tenant based program.
2. HUD may require that the receiving HA absorb all or a portion of the Portable families.

PORTABILITY BILLING:

1. To cover assistance for a Portable family, the receiving HA may bill the initial HA for housing assistance payments and 80% of the initial HA administrative fees.

CHAPTER 11 LOCATING SUITABLE HOUSING

A. RESPONSIBILITY FOR LOCATING HOUSING

Once a Voucher has been issued, it is the family's responsibility to locate suitable housing within the limits of the City of Alexandria, unless they are using their Voucher under the Portability provisions. This means that the ARHA must complete and meet the Rent Reasonableness test and Housing Quality Standards requirements, including minimum bedroom size requirements for units.

Applicable Payment Standards and Housing Quality Standards (HQS) control the Voucher program.

The Section 8 Office will maintain a Vacancy List of owners who listed their properties with the Section 8 Office. The list will be available to Voucher holders upon request.

The computer will produce a list of Hard to House families who will require additional assistance in locating housing (such as families with three or more minors, clients who are difficult to place and those in need of special counseling). Other types of hard to house families will include bilingual, disabled or elderly families.

B. ELIGIBLE TYPES OF HOUSING

The following types of housing may be utilized on the Voucher program (unless designated otherwise):

All structure types can be utilized but not limited to single family, duplex, rowhouses, garden apartments, townhouses, and high-rises;

Independent Group Residences

Congregate Housing

The ARHA may not approve a unit for lease if the owner is:

- a. Parent**
- b. Child**
- c. Grandparent**
- d. Grandchild**
- e. Sister**

f. Brother

of the Section 8 holder.

However, the Section 8 Office may approve the unit to lease if it is determined that the unit will provide reasonable accommodations for a family that is a person with disabilities.

Similarly, the Section 8 Office is to assure that a voucher holder does not lease a unit, without HUD prior written approval, which is receiving project-based Section 8 assistance under the Section 8 New Construction, Substantial Rehabilitation, Moderate Rehabilitation or other project-based assistance program, whether the units receiving project-based assistance are owned by the Section 8 Office or private owner.

The Section 8 Office will not approve any of the ineligible types of housing listed in 24 CFR 882.110 and 24 CFR 982.352 but will approve any of the eligible types listed in this reference.

C. REQUEST FOR LEASE APPROVAL AND LEASE

The Request for Lease Approval and a copy of the owner's proposed Lease must be submitted prior to the expiration of the Housing Voucher. Voucher shall expire at the end of 120 days (which includes the automatic extension) unless, within that time, the family submits a Request for Lease Approval which includes:

The Section 8 Office must tell the owner that screening is an owner responsibility and that Section 8 has not screened the family. Section 8 must give the prospective owner the family's current address, and if known, the names and addresses of the two previous owners of the family's prior addresses. This information will be disclosed on page two of the RFLA so that the family and owner are both aware of the information disclosed. Section 8 is not required to disclose other information, but may encourage the prospective owner to follow-up at their own discretion.

Upon receipt of an acceptable RFLA, Section 8 will suspend (toll) the Voucher during Section 8 processing (not to exceed thirty calendar days). If the RFLA is later denied, the remaining number of days plus the suspended days will be available for the family to continue their search for a suitable Section 8 unit.

Both owner and Voucher holder must sign the Request for Lease Approval Form. If the owner is new to the ARHA Section 8 program, an IRS W-9 form must be completed by the owner and attached to the RFLA. The Section 8 Office will advise the family that the lease is not to be executed by either party until after Section 8 Office approval.

The Section Office may deny participation by an owner if the owner has:

- Violated obligations under a Section 8 HAP contract, committed fraud, bribery or any**

other corrupt or criminal act in connection with any federal housing program,

- committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program,**
- manufactured, sold or distributed illegal drugs,**
- a history of noncompliance with HQS or similar standards in any federal housing program**
- a history of leasing units that fail State or Local housing codes**
- not paid State or local real estate taxes, fines or assessments**

The Section 8 Office will review the documents to determine whether or not they are approvable. The Section 8 Office will also schedule a Housing Quality Standards inspection and determine if the unit meets the rent reasonableness criteria for the particular unit.

For the Voucher Program, the gross rent must meet the rent reasonableness criteria. Section 8 Office staff will advise participants about the rent reasonableness of the unit, based on information the Section 8 Office has for comparable rental units. If requested by the family, the Section 8 Office will also assist the family in negotiating a reasonable rent with the owner. The Section 8 Office will advise the family of the impact the rent will have on their ability to pay.

For the new lease-ups, whether a current applicant or an old participant moving into a new unit, the family must not pay more than 40% of their adjusted income for gross rent. The units in the Voucher Programs must meet the Housing Quality Standards.

CHAPTER 12

HOUSING QUALITY STANDARDS AND INSPECTIONS

A. GENERAL PURPOSE

The Section 8 Office is required by HUD regulations to inspect the unit to ensure that it is “decent, safe, and sanitary” according to Housing Quality Standards. The Housing Quality Standards are used to determine whether or not the unit is acceptable so the family can receive financial assistance for the rent.

The Section 8 Office has adopted additional local requirements of acceptability defined below.

No unit will be initially placed in the Section 8 Rental Assistance Housing Program unless these standards are met. Units must also continue to meet the Housing Quality Standards for as long as the family remains in the unit with Section 8 assistance.

There are four types of inspections the Section 8 Office will perform:

- Initial
- Annual
- Specials (Complaint)
- Move-Out

The Housing Quality Standards will take precedence over State and/or local housing codes unless the State and/or local codes are more restrictive. ARHA as a public housing owner also retains flexibility in occupancy as allowed per HUD regulations.

B. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS

The Section 8 Office adheres to the acceptability criteria in the program regulations and HUD Inspection Booklet with the following exceptions:

1. Landlords will be required to repaint all surfaces cited for peeling paint with at least one coat of non-lead paint or otherwise suitable cover. ARHA must follow special procedures on all units when the unit is older than 1978, the unit has a child under age 6, and there is peeling and chipping paint. An extension may be granted as a severe weather related issue according to acceptable building trade standards. ARHA must follow special procedures on all units when the unit is older than 1978, the unit has a child under age 6, and there is peeling and chipping paint.
2. The Section 8 Office may fail unsanitary condition where exposed food, garbage, and excrement exists to a degree where health may be endangered.

3. All units must have the correct temperature-pressure relief valve according to the psi needed for the size of water heater.
4. A discharge line installed on the hot water heater safety valve, extending beyond half the length of the water heater.
5. The BOCA standard of 70 square feet for one person and 50 square feet for more than one person will be used for minimum size of sleeping area.
6. Access to any required exit of a room or a suite of rooms designated as bedrooms for these purposes must be provided without passing through a bathroom or toilet room.
7. Each bedroom must provide natural ventilation through a window; skylight, transom or other opening with the exception of fully central air-conditioned units.
8. Partitions separating rooms used for bedrooms from other rooms must be of one-hour fire rated construction.
9. There shall be a smoke detector in every Section 8 unit, as required by HUD. If the unit has more than one level, each additional level is also required to have a smoke detector. smoke detectors are also required in common hallways for garden apartments, condominiums and high-rises.
10. If the tenant is responsible to supply a stove, a microwave oven may be substituted if the tenant agrees and microwaves are furnished instead of a stove to both the owner's subsidized and unsubsidized tenants.
11. Units owned by ARHA do not allow for basements to be used as bedrooms.

In habitable rooms, adequate heat shall be considered to be at least 65 degrees from 6:30 a.m. to 10:30 p.m. and 60 degrees from 10:30 p.m. to 6:30 a.m. for all rooms used for living. This matches the requirement in Article 6 of the BOCA code.

C. RENT REASONABLE TEST

The Section 8 Office maintains an inspection standard to ensure quality of approved housing and requested rent meet the rent reasonable test for vouchers. Voucher rent reasonableness tests will be conducted for units. The owners will be given the opportunity to make the necessary repairs or improvements necessary to meet Housing Quality Standards and to meet the requested rent levels.

These items will be used for rent reasonableness documentation:

Square Feet
Number of Bedrooms
Number of Bathrooms
Location
Unit Type
Quantity
Amenities
Facilities
Date Unit Built or Substantially Rehabilitated (will accept owner's estimate)
Management and Maintenance Services

Utilities
Input from Section 8 inspectors.

The data for other unassisted units will be gathered from Apartment Guide information, newspapers, realtors, professional associations, and inquiries of owners.

The Section 8 Office conducts an inspection for two reasons:

To determine whether the unit meets the Housing Quality Standards and any other standards established by the Section 8 office in the Administrative Plan;

To determine the condition of the unit at move in and move out for a clear assessment of special claims and to ensure that the rent the owner wished to charge is reasonable.

The Section 8 Office will certify and document on a case by case basis that the approved rent:

Does not exceed rents charged by the owner for comparable unassisted units in the private market; and

Is reasonable in relation to rents charged by other owners for unassisted comparable units in the private market.

In determining rent comparability, the following items to be considered include such items that should be reviewed by the Inspector;

- 1. Items such as:**
 - a. Visible insulation, weather stripping (beyond minimum) storm windows, screens, and thermopane windows;**
 - b. Light covers and other ceiling fixtures such as fans;**
 - c. Type and condition of floor covering i.e., full carpeting, wood floors, marble**

and tile.

- d. Amenities such as dishwasher, garbage disposal, microwave oven, draperies, drapery rods, intercom, venetian/vertical blinds, Jacuzzi, air condition, decks, security, exercise gyms, pets allowed, accessibility features in disabled units, bars in bathrooms, adjusted kitchen and baths for wheel chairs, fireplaces, bay windows frost free refrigerators, self-cleaning ovens, overhead range and washer/dryer.
2. Neighborhood amenities in relationship to requested rent
3. Square footage of unit
4. Facilities such as parking, playgrounds, storage, garages, carports, swimming pools, recreation centers
5. Extent to which unit meets or exceeds Housing Quality Standards
6. Utilities which are/are not included in rent
7. Number of bedrooms and bathrooms
8. Other items mentioned in section C of this Chapter see page 12-2
9. Date Unit built or Substantially Rehabilitated (will accept owner's estimate)

The Inspector should also note whether the unit has been properly cleaned and repaired for tenant's immediate move-in.

D. CLEARINGHOUSE DEFICIENCIES

The Section 8 Office will schedule a timely inspection of the unit upon receipt of a Request for Lease Approval and lease. The family and the owner will be notified of the results.

If the unit fails the Housing Quality Standards inspection, the family and owners must be advised in writing. The owner must notify the Section 8 Office once repairs are completed.

The owner will generally be allowed up to two re-inspections for repair work to be completed, not to exceed thirty (30) days, at the Inspector's discretion, depending on the amount and complexity of work to be done. The tenant must have all tenant caused damage to be corrected and reinspected within 30 days from date of letter.

For participants and owners, if it has failed on two re-inspections, completed by the Inspector and the family's Voucher has expired, the family would have to locate another unit. This

assumes applicant/participant has not located another unit.

For an applicant whose unit has failed two re-inspections, the time on their voucher is tolled and added on to any remaining time before RFLA was submitted to the Section 8 Office.

ADDENDUM 1

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY **COMMITMENT TO PREVENT AND DETECT PROGRAM** **ABUSE AND FRAUD**

TABLE OF CONTENTS

| | | |
|-----------|---|--------------|
| 1. | RATIONALE | AD1-1 |
| 2. | CRITERIA FOR INVESTIGATION OF SUSPECTED ABUSE AND FRAUD | AD1-1 |
| | A. Referrals, Complaints, or Tips | AD1-1 |
| | B. Internal File Review | AD1-1 |
| | C. Verification or Documentation | AD1-1 |
| 3. | STEPS THE SECTION 8 OFFICE WILL TAKE TO PREVENT PROGRAM ABUSE AND FRAUD | AD1-2 |
| | A. Things You Should Know | AD1-2 |
| | B. Program Orientation Session | AD1-2 |
| | C. Owner/Landlord Orientation Session | AD1-2 |
| | D. Participant Counseling | AD1-2 |
| | E. Review and Explanation of Certification and other Supplemental Forms | AD1-2 |
| | F. Use of Instructive Signs and Warnings | AD1-2 |
| | G. Landlord and Tenant Certification | AD1-2 |
| 4. | STEPS THE SECTION 8 OFFICE WILL TAKE TO DETECT PROGRAM ABUSE AND FRAUD | AD1-3 |
| | A. File Reviews | AD1-3 |
| | B. Observation | AD1-3 |
| | C. Owner/Landlord Audits | AD1-3 |
| | D. State Wage Data Record Keepers | AD1-3 |
| 5. | THE SECTION 8 OFFICE'S HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD | AD1-3 |
| | A. File Review | AD1-4 |
| | B. Conclusion of Preliminary Review | AD1-4 |
| 6. | HOW THE SECTION 8 OFFICE WILL INVESTIGATE | |

| | |
|---|--------------|
| ALLEGATIONS OF ABUSE AND FRAUD | AD1-4 |
| A. Credit Bureau Inquiries | AD1-4 |
| B. Employers and Ex-Employers | AD1-4 |
| C. Neighbors/Witnesses | AD1-4 |
| D. Other Agencies | AD1-4 |
| E. Public Records | AD1-4 |
| F. Head of Household of Family Members | AD1-5 |
| 7. PLACEMENT OF DOCUMENTS, EVIDENCE AND STATEMENTS OBTAINED BY THE SECTION 8 OFFICE | AD1-5 |
| 8. CONCLUSION OF THE SECTION 8 OFFICE'S INVESTIGATION REVIEW | AD1-5 |
| a. Evaluation of the Section 8 office's Findings | AD1-5 |
| 9. ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED | AD1-5 |
| a. Procedural Non-compliance - Overpaid Housing Assistance | AD1-5 |
| (1) Tenant Fails to Comply with Section 8 office Notice | AD1-6 |
| (2) Tenant Complies with Section 8 office Notice | AD1-6 |
| b. Intentional Misrepresentations | AD1-6 |
| (1) The Tenant had Knowledge that His/Her Actions were Wrong | AD1-6 |
| (2) The Tenant Willfully Violated the Law | AD1-6 |
| 10. THE TENANT CONFERENCE FOR SERIOUS VIOLATIONS AND MISREPRESENTATIONS | AD1-6 |
| a. Disposition of Cases Involving Misrepresentations | AD1-7 |
| (1) Criminal Prosecution | AD1-7 |
| (2) Administrative Remedies | AD1-7 |
| 11. NOTIFICATION TO TENANT OF PROPOSED ACTION | AD1-8 |
| PROGRAM ABUSE BY OWNERS | AD1-8 |
| Types of Program Abuse by Owners | AD1-8 |
| Prevention | AD1-9 |

| | |
|--|--------|
| Cures | AD1-9 |
| Section 8 office Administrative Remedies | AD1-9 |
| Investigative/Legal Remedies | AD1-10 |

PROGRAM ABUSE BY EMPLOYEES

AD1-10

| | |
|-------------------------------------|--------|
| Types of Program Abuse by Employees | |
| AD1-10 | |
| Prevention | AD1-11 |
| Cures | AD1-11 |

ADDENDUM 1

SECTION 8 OFFICE'S COMMITMENT TO PREVENT AND DETECT PROGRAM ABUSE AND FRAUD

1. Rationale .

The U.S. Department of HUD conservatively estimates that \$200 million is paid annually to program participants who falsify or omit material facts in order to gain a larger assistance payment than they are entitled to under the law. HUD further estimates that 12% of all HUD assisted families are either totally ineligible, or are receiving benefits which exceed their legal entitlement. The Section 8 office is committed to assure that the proper level of benefits is paid to all program participants, and that housing resources reach only eligible families so that program integrity can be maintained.

2. Criteria for Investigation of Suspected Abuse and Fraud .

Under no circumstances will the Section 8 office undertake an inquiry or investigation of an assisted family arbitrarily. The Section 8 office expectation is that assisted families will comply with HUD requirements and program rules, and the Section 8 staff will make every effort (formally and informally) to orient and educate all assisted families in order to avoid unintentional violations. However, the Section 8 office has a responsibility to HUD, to the community, and to eligible families in need of housing assistance, to monitor program participants for compliance and, when indicators of possible abuse come to the Section 8 office's attention, to investigate such claims.

The Section 8 office will investigate a program participant only in the event of one or more of the following circumstances:

- a. **Referrals, Complaints, or Tips.** The Section 8 office will follow upon referrals from other agencies, companies or persons which are received by mail, by telephone, or in person, which allege that an assisted family is in non-compliance with, or otherwise violating, program rules. Allegations will be requested in writing, but the Section 8 office will follow up on other leads as appropriate. Such follow-up will be made providing that the referral contains at least one item of information that is independently verifiable. A copy of the allegation will be placed in the tenant file.
- b. **Internal File Review.** A follow-up will be made if the Section 8 office discovers, (as a function of a (re)certification, an interim reevaluation, or a quality control review) information or facts which conflict with previous file data, the Section 8 office's knowledge of the family, or is in any way discrepant with statements made by the family.

- c. **Verification or Documentation.** A follow-up will be made if the Section 8 office receives independent verification or documentation which conflicts with representations in the tenant file, (such as public record information or credit bureau reports).

3. **Steps the Section 8 office will take to Prevent Program Abuse and Fraud**.

The management and occupancy staff will utilize various methods and practices (listed below) to prevent program abuse, non-compliance, and willful violations of program rules by applicants, assisted families, and landlords. The policy objective is to establish confidence and trust in the management by emphasizing education as the primary means to obtain compliance by program participants.

- a. **Things You Should Know.** This program integrity bulletin (created by HUD's Inspector General) will be furnished and explained to all applicants to promote understanding of program rules, and to clarify the Section 8 office's expectations for cooperation and compliance.
- b. **Program Orientation Session.** Mandatory orientation sessions will be conducted by Section 8 office Staff for all applicants, either prior to, or upon issuance of, a Certificate of Family Participation or Voucher. At the conclusion of all Program Orientation Sessions, the family representative will be required to sign a "Briefing Declaration" to confirm that all rules and pertinent regulations were explained to them. Moderate Rehabilitation families will be required to sign the Moderate Rehabilitation Statement of Family Responsibility.
- c. **Owner/Landlord Orientation Session.** Orientation sessions are usually conducted with new Section 8 owners/agents prior to, or upon, execution of contract, in order to assure an understanding of owner, family, and Section 8 office obligations, and to prevent improper or illegal practices by owners/agents.
- d. **Participant Counseling.** Section 8 office staff will routinely offer tenant counseling as a part of every recertification interview in order to clarify any confusion pertaining to program rules and requirements.
- e. **Review and Explanation of Certification and other Supplemental Forms.** Staff will explain all required forms and review the contents of all (re)certification documents prior to signature. Staff will explain the weight and commitment of signed forms.
- f. **Use of Instructive Signs and Warnings.** Instructive signs will be conspicuously posted in common areas and interview areas to reinforce compliance with program rules and to warn about penalties for fraud and abuse.

- g. **Landlord and Tenant Certification.** All family representatives will be required to sign a "Tenant Certification" form, and at initial lease-up all Owners/Agents will be required to sign Request for Tax ID#, W-9 Request for Taxpayers ID and Certification, Statement of Understanding between Owner, Agent, Management and County forms that explain program requirements. Each year Owners will be required to certify that they are still in compliance when they request rent increases.
- h. **Families who have reported income that does not match the Internal Revenue (IRS) check will be required to enter into repayment agreements based on the federal Program.** requ

4. Steps the Section 8 office will take to Detect Program Abuse and Fraud.

The Section 8 Staff will maintain a high level of awareness to indicators of possible abuse and fraud by assisted families and landlords.

- a. **File Reviews.** Prior to initial certification, and at the completion of all subsequent recertification, 50 % of all tenant files will be reviewed. Such reviews shall include, but are not limited to:
- **Changes in reported Social Security Numbers or dates of birth**
 - **Document authenticity**
 - **Ratio between reported income and expenditures**
 - **Review of signatures**
 - **Verifications**
- b. **Observation .** Section 8 staff (to include Inspectors) will maintain high awareness of circumstances which may indicate program abuse or fraud.
- **Public Record Bulletins will be reviewed by Section 8 staff**
- c. **Owner/Landlord Audits.** The Section 8 office may conduct periodic random quality control audits of Section 8 owners to assure compliance with the HAP Contract. Such audits may include, but are not limited to:
- **Proof of ownership of assisted unit**
 - **Rent collection receipts/records**
 - **Maintenance/repair records**
 - **15% Quality Control Inspection of the unit**
- d. **State Wage Data Record Keepers.** Inquiries to the applicable Regional Employment Commission under Public Law 100.28, will be made annually in

order to detect unreported wages or unemployment compensation benefits.

5. The Section 8 Office's Handling of Allegations of Possible Abuse and Fraud .

The Section 8 staff will encourage program participants and landlords to report suspected abuse to the Section 8 office. All such referrals, as well as referrals from community members and other agencies, will be thoroughly documented and placed in the tenant file. All allegations, complaints, and tips will be carefully evaluated in order to determine if they warrant follow-up. The Section 8 office will not follow up on allegations which are vague or otherwise non-specific.

The Section 8 office will investigate only allegations which contain one or more independently verifiable facts.

a. File Review . A file review will be conducted to determine:

- If the subject of the allegation is a program participant.
- If the allegation contains information not previously known to the Section 8 office.
- If the Section 8 office is the most appropriate authority to do a follow-up (more so than police or social services).
- Does the participant's past behavior lend credibility to the allegation?
- Are there any other corroborating complaints?

b. Conclusion of Preliminary Review . If at the conclusion of the preliminary file review there is/are fact(s) contained in the allegation which conflict with file data, and the fact(s) is/are independently verifiable, the Section 8 office will undertake an investigation to determine if the allegation is true or false.

6. How the Section 8 office will Investigate Allegations of Abuse and Fraud .

When the Section 8 office has determined that an allegation or referral warrants follow-up, either the staff person who is responsible for the file or a person designated by the Housing Program Supervisor to monitor the program compliance will conduct the investigation. The steps taken will depend upon the nature of the allegation and may include, but are not limited to, the items listed below

a. Virginia Employment Commission. Records will be checked by computer. Inquiries will also be sent to the District of Columbia for further information.

- b. **Employers and Ex -Employers.** Employers or a x-employers may be contacted to verify wages which may have been previously undisclosed or misreported
- c. **Neighbors/Witnesses.** Neighbors and/or other witnesses may be interviewed who are believed to have direct or indirect knowledge of facts pertaining to the Section 8 office's review.
- d. **Other Agencies.** Investigators, case workers or representatives of other benefit agencies may be contacted.
- e. **Public Records .** If relevant, the Section 8 office may review public records kept in any jurisdictional courthouse. Examples of public records which may be checked are: real estate, marriage, divorce, Uniform Commercial Code financing statements, voter registration, judgments, court or police records, state wage records, utility records, and postal records.
- f. **Head of Household or Family Members.** The Section 8 office may discuss the allegation (or details thereof) with the Head of Household or family member by scheduling an appointment at the Section 8 office. Under no circumstances will inflammatory language, accusation, or any unprofessional conduct or language be tolerated by the management. An additional staff person will attend such interviews .

7. **Placement of Documents, Evidence and Statements Obtained by the Section 8 office** .

Documents and other evidence obtained by the Section 8 office during the course of an investigation will be considered "work product" and will be kept in a separate "work file". The work file shall be kept in a locked file cabinet. Such cases under review will not be discussed among Section 8 staff (unless they are involved in the process), or with individuals outside of the Section 8 office.

8. **Conclusion of the Section 8 office Investigative Review** .

At the conclusion of the investigative review, the reviewer will report the findings to the Housing Program Supervisor or designee. It will then be determined whether a violation has occurred, a violation has not occurred, or if the facts are inconclusive.

- a. **Evaluation of the Section 8 office's Findings.** The Section 8 office's findings will be evaluated to determine the following factors:
 - (1) **The type of violation (non -compliance, fraud).**
 - (2) **Whether the violation was intentional or unintentional.**

- (3) What amount of money (if any) is owed to the Section 8 office.
- (4) Is the family eligible for continued participation?

9. Action Procedures for Violations which have been Documented .

Once a program violation has been documented, the violation -type will determine the procedure taken by the Section 8 office. Violations shall be classified in the following way.

- a. **Procedural Non -compliance - Overpaid Housing Assistance.** When the tenant owes money to the Section 8 office for failure to report changes in income or assets, the Section 8 officer will issue a letter advising all parties about any overpayment. This letter will contain the following:
 - A description of the violation and dates ;
 - The amount owed to the Section 8 office;
 - A fourteen -calendar -day response period;
 - The right to an Informal Hearing with instructions for the request of such hearing.
 - (1) **Tenant Fails to Comply with Section 8 office Notice .** If the Tenant fails to comply with the Section 8 office notice, and a family obligation has been violated, the Section 8 office will terminate assistance in the manner prescribed by the Administrative Plan.
 - (2) **Tenant Complies with Section 8 office Notice .** When a tenant complies with the Section 8 office notice, the staff person responsible will meet with him/her to discuss and explain the obligation or procedure which was violated, and the consequences of future violations. The head and/or co-head may be required to attend the meeting. Documentation of the meeting's findings will be sent to all necessary parties.
- b. **Intentional Misrepresentations.** When a participant falsifies, misstates, omits, or otherwise misrepresents a material fact which results (or would have resulted) in an overpayment of housing assistance, the Section 8 office must establish, (1) that the tenant had knowledge that his/her actions were wrong, and (2) that the tenant willfully violated the law.
 - (1) **The Tenant had Knowledge that His/Her Actions were Wrong .** This can be demonstrated by showing that the tenant was made aware of program requirements and prohibitions. The tenant's signature on various certification, briefing certificate, Personal Declaration, and Things You Should Know are adequate to establish knowledge of wrongdoing.

(2) The Tenant Willfully Violated the Law . Any of the following circumstances is adequate to demonstrate willful intent:

- (a) An admission by the tenant of the misrepresentation.**
- (b) That the act was done repeatedly.**
- (c) If a false name or Social Security Number was used.**
- (d) If there were admissions to others of the illegal action or omission.**
- (e) That the tenant omitted material facts which were known to them (e.g., employment of self or other household member).**
- (f) That the tenant falsified, forged or altered documents.**

10. The Tenant Conference for Serious Violations and Misrepresentations.

When the Section 8 office has established that material misrepresentation(s) have occurred, a Tenant Conference will be scheduled with the family representative(s) and the Section 8 staff person who is most knowledgeable about the circumstances of the case.

The Conference notification will provide a reason for the proposed meeting and will request any pertinent documents.

This conference will take place prior to any proposed action by the Section 8 office. The purpose of such conference is to review the information and evidence obtained by the Section 8 office with the tenant, and provide the tenant an opportunity to explain any document findings which conflict with representations in the tenant file. Any documents or evidence presented by the tenant will be considered by the Section 8 office. The tenant will be given up to thirty (30) calendar days to furnish any mitigating evidence.

A secondary purpose of the Tenant Conference is to assist the Section 8 office in determining the course of action most appropriate to the case. Prior to the final determination of the proposed action, the Section 8 office will consider:

- **The duration of the violation and number of false statements;**
- **The tenant's ability to understand the rules;**
- **The tenant's willingness to cooperate, and to accept responsibility for his/her actions;**

- **The amount of money involved;**
 - **The tenant's past history;**
 - **Whether or not intentional misrepresentation has been established.**
- a. **Disposition of Cases Involving Misrepresentations. In all cases of misrepresentations, an effort will be made to recover monies owed. The Section 8 office may elect, depending upon its evaluation of the criteria stated above, one or more of the following actions:**
- (1) **Criminal Prosecution :** If the Section 8 office has established criminal intent, and the case meets the criteria for prosecution, the Section 8 office may:
- (a) **Refer the case to the local State or District Attorney, and notify HUD's RIGI, and terminate rental assistance.**
 - (b) **Refer the case to HUD's RIGI, and terminate rental assistance.**
- (2) **Administrative Remedies :** The Section 8 office may elect to:
- (a) **Terminate assistance and demand payment of restitution in full.**
 - (b) **Terminate assistance and execute an administrative Repayment Agreement in accordance with the Section 8 office Repayment Policy.**
 - (c) **Terminate assistance and pursue restitution through civil litigation.**
 - (d) **Continue assistance at the correct rent and demand repayment of restitution in full.**
 - (e) **Continue assistance at the correct rent and execute an administrative Repayment Agreement in accordance with the Section 8 office repayment policy.**

11. Notification to Tenant of Proposed Action.

The Section 8 office will notify the tenant of the proposed action no later than ten calendar days after the tenant conference by regular and certified mail. Such notice will contain applicable information, including:

- a. **The action being proposed by the Section 8 office;**
- b. **The reason for the proposed action;**

- c. The date on which the proposed action will take place;
- d. The tenant's right to further explanation, if needed;
- e. The tenant's right to an Informal Hearing, and the form and date by which request for such hearing must be received;
- f. A copy of the Section 8 office Informal Hearing Procedures.

PROGRAM ABUSE BY OWNERS

TYPES OF PROGRAM ABUSE BY OWNERS:

- Collecting extra ("side") payments in excess of the family's share of the rent or requiring the family to perform extraordinary services not included in the lease in lieu of payments.
- All extra payments and "side" agreements (oral or verbal) must be approved by the Section 8 office.

Note: The only extra payments which can be considered are those for extra amenities which are not included in the rent for any other units in the building and are not included in the rent in other comparable apartments/houses and which are contained in an agreement, signed by tenant and landlord, with a copy furnished to the Section 8 office. Examples: membership fees swimming pool usage; use of parking facilities.

- Collecting assistance payments for units not occupied by Section 8 tenants.
- Collecting false vacancy loss or damage claims.
- Bribes offered to County employees to certify substandard units as standard and other violations of Housing Quality Standards (HQS) which involve misrepresentations or deceit.
- Residing in the assisted unit with the family.
- Ownership of unit misrepresented.

PREVENTION:

- The Section 8 office will discuss with the owners at the time of the execution of the HAP Contract and in other owner forums the owners' legal responsibilities.
- The Section 8 office will emphasize that appropriate action will be taken if evidence of program abuse is discovered.

- **The will point out to owners that signature on the HAP Contract constitutes notice of the program abuse requirements.**
- **The Section 8 office will periodically remind all participating owners of the Department's intent to eliminate program abuse.**

CURES:

- **An immediate assessment of the allegations of abuse will be conducted by the Section 8 office if a complaint has been lodged by an assisted family, the Department of Human Services, Code Enforcement, City Attorney, the Police, Legal Aide, other City offices, and the general public.**
- **If the Section 8 office has reason to believe that the owner may have abused the program, the Section 8 office will initiate action to determine whether there has been abuse.**

This may include:

- (a) **obtaining additional information from relevant City agencies (i.e., DHS, DMF) and/or where appropriate, from another local agency such as the Sheriff's Department, to investigate fraud;**
- (b) **forwarding a summary of findings to the Inspector General's office for cases where the Section 8 office cannot conduct an initial assessment locally;**
- (c) **discussing the situation with the owner and considering Section 8 program administrative remedies if the owner's errors are only minor and appear to be due to a mistake or oversight.**

SECTION 8 OFFICE ADMINISTRATIVE REMEDIES:

- **If the Section 8 office has sufficient evidence to determine that an owner is abusing the program, and/or receiving a benefit to which he/she is not entitled, the Section 8 office will take immediate action to terminate the abuse.**
- **The Section 8 office must cancel the HAP Contract and issue the family a Voucher while assisting the family in finding another unit.**
- **For cases where the owner has collected side payments from a participating family, the Section 8 office must notify the owner that he/she must immediately cease collecting these payments, and require payment to the family through the Section 8 office the full sum the owner illegally collected.**

- **The Section 8 office must also determine if the owner also collected side payments from other participating families and follow up to require payment.**
- **Note: The repayment can be implemented by offsetting the amount due against future Housing Assistance Payments. If the owner does not repay the family, the Section 8 office must either abate or cancel the HAP Contract.**
- **If the owner has received any vacancy loss or damage payments based on false information, the Section 8 office must require the owner to refund the amount of overpayment. If the owner does not repay, the Section 8 office must either abate or cancel the HAP Contract, and will seek other collection remedy.**
- **The cases where the Section 8 office has determined a particular owner has committed a very serious program abuse or a number of offenses (as previously described), the Section 8 office may restrict the owner from future participation in the program for a reasonable time commensurate with the seriousness of the offense.**

INVESTIGATIVE/LEGAL REMEDIES:

- **If the Section 8 office has reason to believe that the owner's abuse of the program was willful and/or intentional, the Section 8 office must send a complete history of such case to the Inspector General's office for investigation and possible criminal prosecution.**
- **If the Section 8 office does not receive a response from the Department of Housing and Urban Development within sixty days, the Section 8 office will pursue remedies under state or local law with an information copy sent to the Inspector General's office.**
- **If the Inspector General's office, or the state and local law agencies, decline prosecution, the Section 8 office may pursue remedies through civil court.**

PROGRAM ABUSE BY EMPLOYEES

TYPES OF PROGRAM ABUSE BY EMPLOYEES:

- **Approval of units not meeting Housing Quality Standards.**
- **Accepting kickbacks from owners/managers/tenants to permit participation or to allow rents in excess of the rent reasonableness limitation.**
- **Intentional violations such as incorrect calculations of Total Tenant Payment or Housing Assistance Payment levels.**
- **Incorrect determinations of family eligibility.**
- **Falsifying or altering documents.**

- **Improperly removing from, or replacing documents in, tenant files.**
- **Changing an applicant's position on the waiting list.**
- **Accepting money, gifts, or favors from any client or owner for any reason.**

PREVENTION:

- **The Section 8 office will discuss with the employees (when hired, and reminders during appraisals) of their program responsibilities and prohibitions of abusing the program.**
- **The Section 8 office will maintain sufficient systems for quality controls, such as supervisory review of a random sample of staff determinations and staff rotation of assignments, where feasible, to assure adherence to program requirements.**
- **Periodically, the Section 8 office may send written communications as needed to its employees stating HUD's and Alexandria Redevelopment and Housing Authority intent to eliminate program abuse.**

CURES:

- **If the Section 8 office determines that any employee has abused the program, it must take whatever action is appropriate under the Alexandria Redevelopment and Housing Authority Personnel System, which may include termination of employment.**
- **If the Section 8 office has reason to believe that the employee's abuse of the program was willful or intentional, the Section 8 office will advise the Director of Housing Operations and request investigation and possible criminal prosecution. The Section 8 office will also ask for a determination as to whether the matter should be prosecuted by state and/or local authorities.**
- **If the Inspector General's office will be notified if determined appropriate by the Director of Housing Operations after approval from Chief Executive Officer.**
- **If the Inspector General's office, or appropriate state and/or local law agencies, decline prosecution, the Section 8 office may pursue remedies through civil court.**

ADDENDUM 2

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY **POLICY FOR SECTION 8 MODERATE** **REHABILITATION PROGRAM**

TABLE OF CONTENTS

| | |
|---|----------------|
| INTRODUCTORY STATEMENT | AD2 1-1 |
| 1. STATEMENT OF POLICIES AND OBJECTIVES | AD2 1-2 |
| A. Purpose of the Plan | AD2 1-2 |
| B. Moderate Rehabilitation Projects | AD2 1-2 |
| 2. ABOUT THE AUTHORITY | AD2 2-1 |
| A. Organizational Setup | AD2 2-1 |
| B. Description of Programs Offered | AD2 2-1 |
| C. Legal Jurisdiction | AD2 2-1 |
| 3. OUTREACH PROCEDURES | AD2 3-1 |
| 4. ELIGIBILITY FOR ADMISSION | AD2 4-1 |
| A. Family Composition | AD2 4-1 |
| B. Income Limitations | AD2 4-1 |
| C. Mandatory Social Security Numbers | AD2 4-1 |
| D. Other Criteria for Admission | AD2 4-1 |
| E. Suitability of Tenant | AD2 4-1 |
| 5. APPLYING FOR ADMISSION | AD2 5-1 |
| A. How to Apply | AD2 5-1 |
| B. Opening/Closing of Application Taking | AD2 5-1 |
| C. Pre-application Procedure | AD2 5-1 |
| D. Notification of a Full Application | AD2 5-2 |
| E. Completion of a Full Application | AD2 5-2 |
| F. Final Determination and Notification of Eligibility | AD2 5-2 |
| G. Residency Preference | AD2 5-2 |

| | | |
|------------|--|-----------------|
| 6. | ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST | AD2 6-1 |
| A. | Application Pool | AD2 6-1 |
| B. | Waiting List Preferences | AD2 6-1 |
| C. | Residency Preference Eligibility | AD2 6-1 |
| D. | Order of Selection | AD2 6-1 |
| E. | Reopening of the Waiting List for Residency Preference | AD2 6-1 |
| F. | Maintaining the Waiting List | AD2 6-1 |
| G. | Updating the Waiting List | AD2 6-2 |
| H. | Finalizing the Determination | AD2 6-2 |
| I. | Offer of a Moderate Rehabilitation Unit | AD2 6-2 |
| 7. | OCCUPANCY STANDARDS | AD2 7-1 |
| A. | Qualification for Bedroom Size | AD2 7-1 |
| B. | When Changes are to be Made | AD2 7-1 |
| C. | Unit Size Selected | AD2 7-1 |
| 8. | INCOME CONSIDERATIONS & DETERMINATION OF TOTAL TENANT PAYMENT | AD2 8-1 |
| 9. | VERIFICATION PROCEDURES | AD2 9-1 |
| 10. | BRIEFING OF FAMILIES AND ISSUANCE OF CERTIFICATES/VOUCHERS | AD2 10-1 |
| A. | Briefings | AD2 10-1 |
| | Purpose of the Briefing | AD2 10-1 |
| | Briefing Attendance Requirement | AD2 10-1 |
| | Format of the Briefing | AD2 10-1 |
| | General Policies | AD2 10-2 |
| | Owner Referrals | AD2 10-2 |
| B. | Security Deposit Requirements | AD2 10-2 |
| C. | Certificate and Voucher Issuance | AD2 10-3 |
| D. | Housing Voucher Program Regulatory Portability | AD2 10-3 |
| E. | Certificate and Voucher Statutory Portability | AD2 10-3 |
| F. | Special Procedures for Portability | AD2 10-3 |
| G. | Interchange ability | AD2 10-3 |

| | | |
|-----------------|--|-----------------|
| 11. | LOCATING SUITABLE HOUSING | AD2 11-1 |
| | A. Responsibility for Locating Housing | AD2 11-1 |
| | B. Eligible Types of Housing | AD2 11-1 |
| | C. Request for Lease Approval | AD2 11-1 |
| 12. | HOUSING QUALITY STANDARDS AND INSPECTIONS | AD2 12-1 |
| | A. General Purpose | AD2 12-1 |
| | B. Acceptability Criteria and Exceptions to HQS | AD2 12-1 |
| | C. Rent Reasonableness Test | AD2 12-1 |
| | D. Clearing Deficiencies | AD2 12-1 |
| | E. Other Conditions | |
| AD2 12-1 | | |
| 13. | LEASE APPROVAL AND HAP/VOUCHER CONTRACT EXECUTION | AD2 13-1 |
| | A. Documents Submitted | AD2 13-1 |
| | B. Fair Market Rent Limitations | AD2 13-1 |
| | C. Rent Reasonableness Determination for Certificates | AD2 13-1 |
| | D. Rent Reasonableness Determination for Vouchers | AD2 13-1 |
| | E. Separate Agreements | AD2 13-1 |
| | F. Lease Approval/Disapproval | AD2 13-1 |
| | G. HAP Contract Execution | AD2 13-1 |
| 14. | OWNER PAYMENT FOR THE MODERATE REHABILITATION PROGRAM | AD2 14-1 |
| | A. Financial Payments | AD2 14-1 |
| | B. Owner Payment in the Certificate Program | AD2 14-1 |
| | C. Owner Payment in the Voucher Program | AD2 14-1 |
| | D. Making Payment to Owners | AD2 14-1 |
| 15. | UTILITIES | AD2 15-1 |
| | A. Utility Allowance | AD2 15-1 |
| | B. Utility Reimbursement Payments | AD2 15-1 |
| 16. | ANNUAL ACTIVITIES | AD2 16-1 |
| | A. Annual Recertification of Families | AD2 16-1 |
| | B. Annual Inspection | AD2 16-1 |
| | C. Rent Increase by Owner | AD2 16-1 |
| | D. Rent Averaging | AD2 16-2 |
| 17. | INTERIM RECERTIFICATION | AD2 17-1 |
| | A. Required Changes to Report | AD2 17-1 |
| | B. Forms Used for Interims | AD2 17-1 |
| | C. Timely Reporting | AD2 17-1 |

| | | |
|------------|---|-----------------|
| | Changes in Family Composition | AD2 17-1 |
| 18. | HOUSING QUALITY STANDARDS COMPLAINTS | Ad2 18-1 |
| | A. General Purpose | AD2 18-1 |
| | B. Acceptability Criteria and Exceptions to HQS | AD2 18-1 |
| | C. Clearing Deficiencies | AD2 18-1 |
| | Lead-Based Paint Requirements | AD2 18-1 |
| 19. | TERMINATION AND FAMILY MOVES | AD2 19-1 |
| | A. Family Moves | AD2 19-1 |
| | B. Remaining Member of Tenant Family | AD2 19-1 |
| | C. Certificate/Voucher Issuance Determination for Split Households | AD2 19-1 |
| | D. Evictions | AD2 19-1 |
| | E. Owner Notice to Terminate Tenancy | AD2 19-2 |
| | F. Family Misrepresentation | AD2 19-2 |
| | G. Owner Misrepresentation | AD2 19-2 |
| | H. Change in Ownership | AD2 19-2 |
| | I. Reduction in Units | AD2 19-3 |
| | Expiring Mod Contracts | AD2 19-3 |
| | Restoring Moderate Rehabilitation Units | AD2 19-3 |
| 20. | DENIAL OR TERMINATION OF ASSISTANCE | AD2 20-1 |
| | A. General Policy | AD2 20-1 |
| | B. Zero (\$0) Assistance Tenants | AD2 20-2 |
| 21. | MOVE-OUT INSPECTIONS | AD2 21-1 |
| 22. | OWNER CLAIMS | AD2 22-1 |
| 23. | REPAYMENT AGREEMENTS | AD2 23-1 |
| 24. | COMPLAINTS AND APPEALS | AD2 24-1 |
| 25. | MISSED APPOINTMENTS | AD2 25-1 |
| 26. | TRANSFER POLICY | AD2 26-1 |
| 27. | MONITORING PROGRAM PERFORMANCE | AD2 27-1 |
| 28. | PAYMENT STANDARDS FOR THE VOUCHER PROGRAM | AD2 28-1 |
| 29. | OPERATING RESERVE | AD2 29-1 |

ADDENDUM 2

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY **POLICY FOR SECTION 8 MODERATE** **REHABILITATION PROGRAM**

The chapters and paragraphs of this Addendum correspond to those of the Administrative Plan for the Section 8 Certificate and Voucher Programs for ease and convenience. Where a chapter or section is noted without any documentation for Moderate Rehabilitation, then either there are no differences between the programs, or it is not applicable to Moderate Rehabilitation.

1. STATEMENT OF POLICIES AND OBJECTIVES

A. PURPOSE OF THE PLAN

The Moderate Rehabilitation Program was established through the Section 8 office and Community Development Amendment of 1978 to bridge the gap between Section 8 Substantial Rehabilitation and Section 8 Rental Assistance to upgrade marginally deteriorated existing buildings for use as assisted rental housing.

The overall plan for the Moderate Rehabilitation Program is designed to achieve three major objectives:

1. To increase freedom of housing choice by providing assisted housing in areas where low-income and minority families have not previously been able to find housing.
2. To assist lower income families to remain in areas where private rehabilitation is increasing rents and decreasing the amount of rental housing.
3. To supplement a local government's efforts to preserve or revitalize a neighborhood.

The purpose of the Administrative Plan is to establish policies for items which are not covered under federal regulation for the Section 8 Rental Assistance Program, Existing Certificate and Housing Voucher Programs and the Moderate Rehabilitation Program.

The plan covers both admission and continued participation, after the execution of the HAP Contract, for the Moderate Rehabilitation Program. Policies are the same for both programs, unless otherwise noted.

B. MODERATE REHABILITATION PROJECTS

The Section 8 office administers the Section 8 Moderate Rehabilitation Program requirements for the following projects:

VA39-KO28-001
VA39-KO28-002
VA39-KO28-003
VA39-KO28-004
~~VA39-KO28-005~~

2. ABOUT THE AUTHORITY

A. ORGANIZATIONAL SETUP

The Section 8 Rental Assistance staff generally perform the requirements of the various rental assistance programs. Included in this are staff who handle the Moderate Rehabilitation Program requirements of certification and recertification. ~~inspection.~~ Inspections are handled by contract inspectors.

B. DESCRIPTION OF PROGRAMS OFFERED

The Arlington County Section 8 office administers various Section 8 rental assistance programs. These include:

Section 8 Rental Certificate Program

Section 8 Rental Voucher Program

Section 8 Moderate Rehabilitation Program

Contract Administration for Section 8 New Construction, Substantial Rehabilitation Program; HOPWA

The Moderate Rehabilitation Program is very similar to the Section 8 Rental Assistance Program in its policy areas. Where the Moderate Rehabilitation Program differs in policy, it is noted in the section to which it pertains.

C. LEGAL JURISDICTION

The legal jurisdiction of the Section 8 office is Arlington County, Virginia, 10th Congressional District.

3. OUTREACH PROCEDURES

Unless the Management Plan of a project contains requirements for a waiting list which do not violate HUD regulations, the owner will not be required to maintain a project waiting list, but will refer interested families to the Section 8 office for eligibility determination.

As soon as an owner knows of an upcoming vacancy, the owner will notify the Section 8 office of the vacancy. The Section 8 office will refer eligible applicants to the project.

If the Section 8 office is unable to refer a sufficient number of interested applicants on the waiting list to the owner within thirty days of the owner's notification to the Section 8 office of a vacancy, the owner may advertise or solicit applications from Very Low Income families and refer the families to the Section 8 office for eligibility determination. If no referral can be made to fill the unit, both Section 8 and the owner will continue their outreach efforts until the unit is filled.

4. ELIGIBILITY FOR ADMISSION

A. FAMILY COMPOSITION

Head of Household

The eligibility criteria are the same as for the Certificate and Voucher Programs.

Units occupied by single persons, even if not elderly or disabled, will be determined eligible in order to prevent displacement *and met current definition of eligible applicants.*

B. INCOME LIMITATIONS

The Section 8 office will admit families who are very low-income and low-income to a project(s) which initially became available for occupancy before October 1, 1981. There is no restriction on the admission of low-income families in this situation only.

Projects which became available for occupancy on or after October 1, 1981, will only have very low-income families admitted.

C. MANDATORY SOCIAL SECURITY NUMBERS

This section is applicable to Section 8 Moderate Rehabilitation.

D. OTHER CRITERIA FOR ADMISSION

This section is the same as the Certificate/Voucher program with the following additions:

Families whose Total Tenant Payment, computed in accordance with Federal regulations, does not exceed the current Gross Rent for the Moderate Rehabilitation unit.

Families who have been evicted within the prior 3 years from Public Housing or by Section 8 owners for engaging in drug-related or criminal activities will be denied admission (including but not limited to Public Housing and housing subsidized under the Section 8 Certificate, Voucher or Moderate Rehabilitation programs).

All eviction cases involving criminal activity will be reviewed on a case by case basis.

E. SUITABILITY OF TENANT

Same for Certificate and Voucher.

5. APPLYING FOR ADMISSION

A. HOW TO APPLY

The application procedures for the waiting list are the procedures for the Section 8 Certificate/Voucher waiting list. Applicants can also apply directly with the owner.

The Section 8 Program will inform families of all programs administered by the Section 8 Program.

Applicants will be invited in to obtain ~~to request~~ additional information and to indicate their interest. Eligible families will be advised that their interest or disinterest in Section 8 Moderate Rehabilitation will in no way affect their position on the waiting list for the Section 8 Certificate or Voucher Housing Programs and vice-versa.

The Section 8 Program will refer eligible applicants from the appropriate-size Section 8 Waiting list to the owner. To assist in making waiting list referrals for vacant units, the Section 8 office will continually contact waiting list families in an attempt to pre-certify eligible families for current and up coming vacancies.

After thirty days following the notification by the owner to the Section 8 Program of the vacancy, or until all eligible families on the Section 8 waiting list who have indicated an interest in the Moderate Rehabilitation Program have been notified, whichever comes first, the owner may refer, advertise or solicit applications from Lower-Income or Very Low Income Families, whichever is applicable, and refer such families to the Section 8 Program for eligibility determination.

After an owner qualifies a family, the owner will refer the interested family ~~contact the owner regarding vacancies~~ to the Section 8 Program for eligibility determination.

B. OPENING/CLOSING OF APPLICATION TAKING

The Section 8 Program uses the same waiting list as Certificates and Housing Vouchers for Moderate Rehabilitation.

The exception to the Certificate/Voucher Administrative Plan is: *The Owner's waiting list open.*

Since the Section 8 Program has project(s) which initially became available for occupancy before October 1, 1981, the Section 8 Program will allow lower income families to complete an ~~make~~ application for placement in units vacant 30 days or longer if they indicated an interest in the Moderate Rehabilitation Program.

Other procedures identified in the Section 8 Certificate and Voucher Administrative Plan will be used.

C. PRE-APPLICATION PROCEDURE

~~When the waiting list is open, the preapplication will allow the family to indicate at application time if they would be interested in occupying a Moderate Rehabilitation unit if it becomes available before a Certificate or Voucher.~~

~~If the family has indicated they would be interested in occupying a Moderate Rehabilitation unit if it becomes available before a Certificate or Voucher, the family will be notified of vacancies in the Moderate Rehabilitation program.~~

Referrals from owners will not have an Arlington County Section 8 preapplication completed unless they previously applied to the waiting list. A full application will be taken *at the time the family is invited in for certification.* ~~in this instance.~~ Documents will be provided from the owner indicating they have referred the family.

D. NOTIFICATION OF FAMILY STATUS

The notification of preliminary eligibility will utilize the same policies and procedures as identified for Certificates and Vouchers. A final determination will be made at the time a full application is taken.

E. COMPLETION OF A FULL APPLICATION

The Section 8 Program, not owners, is responsible for obtaining income, asset and allowance information, conducting verifications, and determining tenant eligibility or rent. Therefore, this section is the same as for Certificates and Vouchers with these additions: During the first thirty days, all vacant units under HAP Contract must be rented to eligible families referred by the Section 8 Program. The owner must be willing to accept applicants from the waiting list to fill eligible vacant units when they meet the owner's selection criteria, in order to be eligible to continue the unit under the HAP Contract. *After 30 vacancy days, families from the owner's waiting list will be referred to units.*

Since the staff is continually involved with tenant outreach, a full application will be taken after an owner has qualified a family for a particular site.

F. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY

The same procedures will be used for Moderate Rehabilitation applicants as for ~~Certificate/Voucher~~ applicants.

G. RESIDENCY PREFERENCE

The same procedures will be used for Moderate Rehabilitation applicants as for ~~Certificate/Voucher~~ applicants.

6. ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

A. GENERAL POLICY

Same procedures will be used for Moderate Rehabilitation applicants.

B. APPLICATION POOL

Same procedures for Moderate Rehabilitation as for Certificates and Vouchers except for any references to portability, Interchange ability, or Family Self-Sufficiency, which are not applicable.

C. WAITING LIST PREFERENCES

There are no federal preferences, ~~only~~ *but* a residency preference for waiting list families ~~after~~ *between* January 1, 1992 and December 31, 1998 will apply. *For application on and after January 1, 1999, the local preference and residency will apply.*

Same procedures for Moderate Rehabilitation as for ~~Certificates and Vouchers~~ (except for any references to Family Self-Sufficiency or Rental Rehabilitation or targeted units) will be used.

D. RESIDENCY PREFERENCE ELIGIBILITY/ORDER OF SELECTION

The same procedures will be used for Moderate Rehabilitation applicants as for Certificate/Voucher applicants. When a Moderate Rehabilitation unit is available, it will be offered *first* to the waiting list applicant who indicated an interest in the Moderate Rehabilitation Program. Families who live or work in Arlington will be given priority over other families on the waiting list.

If the Section 8 Program is unable to refer a sufficient number of interested applicants on the waiting list within thirty days of the owner's notification to the Section 8 Program of the vacancy ~~or~~ *and* the Section 8 Program has referred all eligible families on the list to the vacancy, the owner may refer advertise or solicit applicants to the Section 8 office for application, verification, and eligibility determination. *The owner may then use the owner's waiting list.*

The Section 8 Program has up to thirty days in which to make referrals. If the Section 8 Program has exhausted its waiting list of persons who have indicated an interest in the Moderate Rehabilitation Program in a period less than thirty days, it will promptly notify the owner so the owner can begin its referral process.

E. REOPENING OF WAITING LIST FOR RESIDENCY PREFERENCE

The same procedures will be used for Moderate Rehabilitation applicants as for ~~Certificate~~ Voucher applicants.

F. MAINTAINING THE WAITING LIST

The same procedures will be used for Moderate Rehabilitation applicants as for ~~Certificate~~/Voucher applicants.

The Moderate Rehabilitation Program will use the Section 8 Waiting List, *and the owner's waiting list* ~~not the owners~~. The Section 8 Program will not furnish a copy of the waiting list to the project owners, but will refer eligible applicants to the owners.

ARHA as the If an owner will ~~wishes~~ to maintain a list of interested families for future referral after 30 vacancy days, ~~it is acceptable~~.

The owner is not responsible for sending letters to families from the Section 8 waiting list.

G. UPDATING THE WAITING LIST

The same procedures will be used for Moderate Rehabilitation application as for ~~Certificate~~/Voucher applicants.

H. FINALIZING THE DETERMINATION

The same procedures will be used for Moderate Rehabilitation applicants as for ~~Certificate~~/Voucher applicants, with the following exception:

The Section 8 Program refers families on a timely basis to assist the Moderate Rehabilitation owner in filling vacancies.

To minimize delays in filling the vacancies, when the owner refers a family to the Section 8 Program, the Section 8 Program will schedule the family for a full application within 7 calendar days of the referral.

Documents brought in by the family will be used for determining eligibility and rent, with follow up of third party verification, to expedite processing of the family. An inspection will be scheduled within 14 calendar days of determining the owner's referral as eligible.

I. OFFER OF A MODERATE REHABILITATION UNIT

The information in the ~~Certificate~~/Voucher section of the Plan is not applicable.

If a family leasing under the Moderate Rehabilitation Program has a ~~Certificate or~~ Voucher, the family will be required to sign a waiver stating they relinquish their ~~Certificate or~~ Voucher and that they understand if they give up their Moderate Rehabilitation unit, they must reapply to the Section 8 waiting list if they desire further assistance.

When a Moderate Rehabilitation unit is offered to the family who is at the top of the waiting list, the Section 8 Program will:

Provide the applicants with information on the Program requirements;

Advise the family that the subsidy is tied to the unit and the family must occupy a unit rehabilitated under the program;

Inform the families of the owner's rights to reject an applicant for good cause; and

Advise the applicants that if the owner rejects them as a tenant and if the family believes the rejection was the result of unlawful discrimination, the family may request the assistance of the Section 8 Program in resolving the issue. If the issue cannot be resolved promptly, the family may file a complaint with HUD and the Section 8 Program may refer the family to the next available Moderate Rehabilitation unit.

All applicants must be selected for referral to owners according to the Section 8 Program's established selection criteria and residency preferences.

7. OCCUPANCY STANDARDS

A. QUALIFICATION FOR BEDROOM SIZE

The Occupancy section of each project's Management Plan determines bedroom size. The Section 8 office Standard will be used if no a Management Plan is not available.

The standard may allow for a single bedroom for head of household. If the owner is willing and the family agrees to move the head of household and one child into a one-bedroom unit, it will also be allowed.

B. WHEN CHANGES ARE TO BE MADE

See Addendum 2 Chapter 26 for Transfer of Policy for the Moderate Rehabilitation Plan.

C. UNIT SIZE SELECTED:

Not applicable.

8. INCOME CONSIDERATIONS & DETERMINATION OF TOTAL TENANT PAYMENT

The Section 8 office, not owners, is responsible for obtaining income, asset and allowance information, conducting verification, and determining tenant eligibility or rent.

The requirements for determining income, assets, and allowances and deductions for eligibility and rent calculation purposes are the same as the *old* Certificate ~~Certificate~~ Program.

9. VERIFICATION PROCEDURES

The same procedures will be used for Moderate Rehabilitation families as for ~~Certificate~~ Voucher families.

10. BRIEFING OF FAMILIES AND ISSUANCE OF CERTIFICATES/VOUCHERS

A. BRIEFINGS

A general briefing is done for all applicants after the full application has been completed and the family is determined eligible.

If a ~~Certificate or~~ Voucher is waived for a Moderate Rehabilitation unit, the Section 8 Specialist will brief the applicant specifically on Moderate Rehabilitation assistance.

Purpose of the Briefing

The purpose of the briefing is to explain Moderate Rehabilitation Program requirements.

Briefing Attendance Requirement

Moderate Rehabilitation families are briefed separately from ~~Certificate~~/Voucher families.

All applicants who agree to accept a Moderate Rehabilitation unit from the vacancy list or who are referred by the owner to the Section 8 office and determined eligible, will receive a briefing.

Format of the Briefing

Since the family will not be actively searching for a unit, several items required for ~~Certificate~~/Vouchers packets do not have to be included.

A Moderate Rehabilitation briefing will include, according to 882.514(d):

1. Information as to the Total Tenant Payment;
2. The Section 8 office's schedule of Allowances for Utilities and Other Services;
3. Family and Owner responsibilities under the Lease and Contract;
4. Significant aspects of The applicable State and local laws;
5. Significant aspects of Federal, State, and local fair housing laws;

6. The fact that the Subsidy is tied to the unit and the family must occupy a unit rehabilitated under the Program;
7. The family's option under the Program should the family be required to move due to an increase or decrease in family size; and
8. The advisability and availability of blood lead level screening for children under six years of age and HUD's requirement for inspection, testing, and in certain circumstances abating lead-based paint.
9. *Statement of family responsibility correctly completed.*

General Policies

A family participating in this Program has the following obligations:

The family receiving housing assistance under the Program must fulfill all of its obligations under the Lease and the Statement of Family Responsibility.

No family member must engage in drug-related criminal activity or violent activity as defined in this policy.

After the briefing, the Statement of Family Responsibility designating a specific Moderate Rehabilitation unit is issued to the family. This document is signed by both the family and the Section 8 office. The Statement of Family Responsibility is the binding contract between the Section 8 office and the family specifying the rights and responsibilities of each party.

This is a form provided by HUD.

Owner Referrals

Owners will refer applicant(s) to the Section 8 office from the owner's waiting list only when there have been no referrals within a 30 day period from the Section 8 office or 30 vacancy days have expired.

To minimize delays in filling units, when the MOD Project staff become aware of an actual or pending vacancy, the MOD Project staff will notify the Section 8 office, so as the Section 8 office can refer families for the actual or pending vacant unit.

The Section 8 office/Specialist will maintain a suspense file/list of two households per unit size at the applicable MOD Project, e.g., a MOD Project with 1, 2, 3 *and four* bedroom units will result in a total minimum of six household's per unit in the Section 8 Specialist's pending file for referral to the MOD Project. These pending/suspense household's will have had their eligibility pre-determined prior to being placed in a suspense status.

Unit inspection: ~~refer to Certificate/Voucher Programs.~~ *Inspections are to be completed by contract inspectors.*

B. SECURITY DEPOSIT REQUIREMENTS

Security deposits for applicants shall be equal to 30% of the adjusted income or the total tenant payment, as determined by the Section 8 Specialist.

C. CERTIFICATE AND VOUCHER ISSUANCE

Not applicable.

D. HOUSING VOUCHER PROGRAM REGULATORY PORTABILITY:

Not applicable.

E. CERTIFICATE AND VOUCHER STATUTORY PORTABILITY

Not applicable.

F. SPECIAL PROCEDURES FOR PORTABILITY

Not applicable.

G. INTERCHANGE ABILITY

Not applicable.

11. LOCATING SUITABLE HOUSING

A. RESPONSIBILITY FOR LOCATING HOUSING

This is not applicable.

B. ELIGIBLE TYPES OF HOUSING

This is not applicable.

C. REQUEST FOR LEASE APPROVAL AND LEASE

Substitute this language:

At the time of Request for Lease Approval submission, the owner will submit the proposed lease to the Section 8 office.

The unit must meet Housing Quality Standards prior to contract approval.

After the unit passes inspection, the Section 8 *contract* Inspector will notify the appropriate Section 8 Specialist, who will then notify the owner and family. The owner and family will execute a Lease and the Section 8 office will supply a completed MOD Addendum for completion by the family and owner. The Moderate Rehabilitation Addendum to Lease will be attached to the owner's lease.

Families will be allowed to move into the Moderate Rehabilitation unit with assistance anytime during the month, after approval by the Section 8 Specialist and execution of the lease.

12. HOUSING QUALITY STANDARDS AND INSPECTIONS

A. GENERAL PURPOSE

Same as ~~Certificates and Vouchers~~.

B. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS

Same as Certificates and Vouchers with the following addition:

Caulking and weatherstripping are required as energy-conserving improvements.

C. RENT REASONABLENESS TEST

For across the board annual rent increases, if prior gross rent on the unit exceeds the FMR, the Section 8 office must perform a comparison of the rent to the rent of the comparable unassisted unit. Section 8 Specialists will forward a request to the inspectors on the approved rent reasonableness request form. It will be completed and returned within 14 days.

D. CLEARING DEFICIENCIES

If the Section 8 office determines the unit does not meet HQS, the family and owner will be notified and given thirty days to correct the deficiencies.

Extensions will be given because of weather considerations or other external factors beyond the owner's control.

HQS deficiencies which cause a unit to fail must be corrected by the owner, within the time frame specified by the inspector, except in situation where:

- a) The tenant is responsible for paying the utilities;
- b) The tenant is responsible for appliances supplied in the lease; and
- c) Any damage beyond normal wear and tear.

The tenant will be also responsible to correct deficiencies within the time frame specified by the inspector.

The Section 8 office may terminate assistance when a tenant is evicted by the landlord for repeated housekeeping violations.

LEAD-BASED PAINT REQUIREMENTS

Same as ~~Certificates and Vouchers~~

E. OTHER CONDITIONS

If the owner and/or family does not correct the deficiencies and maintain the unit in accordance with HQS as

required by the HAP Contract, the Section 8 office may exercise any of its rights or remedies under the HAP Contract, including:

Abatement of Housing Assistance Payments (even if the family continues in occupancy);

Termination of the Contract on the affected unit(s) and assist the family under a converted Moderate Rehabilitation "Certificate".

If the family is responsible for repairs, e.g. a) the tenant is responsible for paying the utilities; b) the tenant is responsible for appliances supplied in the lease; and c) any damage beyond normal wear and tear, and they are not completed within the specified time frame, the family's assistance to that unit will be terminated. This will not affect the Moderate Rehabilitation Contract.

During the abatement period, that family will only be held responsible for their portion of the Contract Rent contained in the lease.

If an owner evicts an assisted family in violation of the Lease, the Contract for THAT unit is terminated.

Criteria to be used in terminating the HAP Contract include:

- a. Whether there are serious problems in major systems of the building or components; where there is no plan submitted and agreed to by the Section 8 office, within thirty days; or
- b. Whether the abatement has continued throughout a sixty-day period, including items identified in a. above.

The termination of the affected unit(s) does not automatically terminate the entire Contract. The number of eligible units for that owner is simply reduced unless the affected unit(s) constitutes the entire Contract.

The family's right to rental assistance is protected even if the HAP Contract is terminated for the unit (or for the entire Contract, if applicable).

The family may elect to stay in the unit and pay market rent; however, their rental assistance will terminate since the unit does not meet HQS and was removed as an assisted unit under the Contract.

If the family was not at fault and eligible for continued assistance, the family may continue to receive housing assistance through the conversion of the Moderate Rehabilitation allocation to an Existing Housing unit. The family will be treated as any certified family and issued a Certificate of Family Participation. The family must use their Certificate in a non-Moderate Rehabilitation project, *and the certificate cannot be used with portability.*

The unit will then be considered an Existing Housing unit and all requirements will be applicable except that the term of the Certificate HAP Contract may not extend beyond the terms of the initial Moderate Rehabilitation contract.

The Section 8 office will continue to count the unit as a Moderate Rehabilitation unit. The unit will remain under the Moderate Rehabilitation ACC, which provides for such a conversion of units(s); no amendment to the ACC is necessary to convert to Existing Housing units.

After the family leaves the Program, the converted Moderate Rehabilitation "Certificate" will be reissued to

another family on the Section 8 Certificate waiting list.

13. LEASE APPROVAL AND HAP\VOUCHER CONTRACT EXECUTION

A. DOCUMENTS SUBMITTED

Substitute this language:

The Request for Lease Approval, Lease, and Lease Addendum are submitted.

B. FAIR MARKET RENT LIMITATIONS

This is not applicable, since the owner's rent has been pre-approved by the Section 8 office.

C. RENT REASONABLENESS DETERMINATION FOR CERTIFICATES

This is not applicable, at lease approval. It is only done at certain times for the annual across the board rent increase.

D. RENT REASONABLENESS DETERMINATION FOR VOUCHERS

This is not applicable.

E. SEPARATE AGREEMENTS

This is not applicable.

F. LEASE APPROVAL/DISAPPROVAL

Substitute this language:

If the Section 8 office determines that the lease cannot be approved, the owner and the family will be notified and the reasons explained.

The Section 8 office will explain the problems to the owner and suggest how they may be corrected by a specific date. This period will generally be within fourteen calendar days (this does not include HQS approval or disapproval, which will only be done after the owner is given a reasonable period to make the repairs).

G. HAP CONTRACT EXECUTION

This is not applicable since the HAP Contract is signed prior to initial lease up of the project.

14. OWNER PAYMENT FOR THE MODERATE REHABILITATION PROGRAM

A. FINANCIAL PAYMENTS

The same procedures will be used for Moderate Rehabilitation families as for ~~Certificate~~ Voucher families.

B. OWNER PAYMENT IN THE CERTIFICATE PROGRAM

The same procedures will be used for Moderate Rehabilitation families as for Certificate families.

C. OWNER PAYMENT IN THE VOUCHER PROGRAM

This is not applicable.

D. MAKING PAYMENT TO OWNERS

Substitute this language for the first paragraph:

Once the Lease and Addendum to Lease are approved by the Section 8 office and executed, the Section 8 office begins processing payments to the owner.

The Section 8 office will ensure the consistent transmittal of information regarding new HAP Contracts to the financial staff. The effective date and the amount of the HAP payment is communicated in written form to the Section 8 office Financial Staff.

Owners will be encouraged to transfer tenants on the first of the month to alleviate proration problems.

If the owner makes a transfer midmonth, the owner will be entitled to a prorated Housing Assistance Payment for the month the family is in residence in either unit. The owner may claim vacancy loss if the unit the family moved from remains vacant for the following month, no vacancy payment will be made for units used for in house transfers.

15. UTILITIES

A. UTILITY ALLOWANCE

The utility allowance will be the same allowance schedule as those used for the Section 8 Existing Housing Program, which is reviewed annually. Separate utility allowances will not be established for units located in buildings containing twenty (20) or more units.

Any adjustments to the allowance must be implemented no later than at the family's next reexamination.

An changes in utilities will require the owner to provide the family with 30 day notice. The contract rent will decrease in the same amount.

B. UTILITY REIMBURSEMENT PAYMENTS

The same procedures will be used for Moderate Rehabilitation families as for ~~Certificate~~ Voucher families.

16. ANNUAL ACTIVITIES

A. ANNUAL RECERTIFICATION OF FAMILIES

Same as ~~Certificates and Vouchers~~ except for the following:

Since the Annual Adjustment Factor is applied and rent reasonableness is not used, and since the Section 8 office establishes the Tenant Rent, the family and owner will be sent a Notice of Rent Change. Family will be encouraged but not required to sign the Notice and payment will not be withheld if the family signatures are not obtained. If there are problems with either the tenant and owner regarding receipt of Notice Rent Change, signatures may be required.

B. ANNUAL INSPECTION

Substitute:

Annually, the unit must be inspected and must meet Housing Quality Standards. If the Section 8 office determines the unit does not meet HQS, the family and owner will be notified.

If the owner and/or the family does not correct the deficiencies and maintain the unit in accordance with HQS as required by the HAP Contract, the Section 8 office may exercise any of its rights or remedies under the HAP Contract references in Section 12.D., Clearing Deficiencies.

C. RENT INCREASE BY OWNER

Substitute:

Section 8 office must review the owner's request for a rent increase through a two step process. These steps are explained below.

Step 1.

If a MOD owner desire to have an increase in the contract rents at the Mod Rehab property, the owner must submit a revised schedule of rent the Section 8 office at least 90 days before the anniversary date of the contract. When owner submits the revised rent schedule, Section 8 must determine the pre-adjusted gross rent (contract rent plus the allowance for tenant paid utilities). The owner will be provided with an Exhibit A amendment to their HAP Contract, which identifies the contract and base rent amounts for each unit.

- a. If the pre-adjusted gross rent is less than or equal to the Section 8 Fair Market Rent (FMR), comparability does not apply and the base rent shall be adjusted by the full AAF if the unit meets Housing Quality Standards (HQS) and the owner is in compliance with the terms of the leases and the Housing Assistance Payment (HAP) contract. The Section 8 office must determine whether HUD AAF Table 1 or 2 is to be used (listed below).
- b. If the pre-adjusted gross rent exceeds the FMR, the Section 8 office must perform a comparison of the rent to the rent of a comparable unassisted unit. It must then be determined if a material difference exists.

Material difference is defined as a dollar difference that existed initially between the contract rent and the original comparable unit used or, if not originally determined, 10% of the initial contract rent. In all cases, Section 8 will apply the applicable Table 1 AAF to the pre-adjusted base rent. If the adjusted contract rent is 105% of the comparable rent plus the initial difference, then the contract rent is set at the current pre-adjusted level or the adjusted level, whichever is greater. In no case will rents be decreased.

Step 2.

- a. If turn over has occurred and a new family is residing in the unit since the last anniversary increase, Table 1 shall be used.**
- b. If no turn over has occurred and the same family is residing in the unit since the last anniversary increase, Table 2 shall be used.**

D. RENT AVERAGING

In order to maintain a single rent structure by bedroom size, the total rents for the turnover and non-turnover units must be averaged. The portion of the rent attributable to the rehabilitation debt service is then added on to the new base rent to derive the new contract rent.

If an owner desires an AAF increase, owner must provide a written request to the Section 8 office at least 90 days before owner contract anniversary date and owner must include a new schedule of rents.

The annual Adjustment Factors (AAF) which are published annually by HUD (Schedule C, 24 CFR Part 888) and are in effect on the anniversary date of the HAP Contract will be utilized and applied to the Base Rent.

The Section 8 office will administer the Moderate Rehabilitation Contracts by establishing new Contract Rent mounts using the full AAF. Rent Reasonableness Test or Comparability studies will be used as required. The Section 8 office will notify owners of the published Annual Adjustment Factors 120 days prior to the anniversary date, unless the publication date in the Federal Register precludes this notification period.

The owner will be required to notify the tenant of the new Contract Rent amount with a thirty-day written notice. A Notice of Rent Change form will be provided to the owner.

The owner must complete this form by identifying unit address, tenant name, old and new contract, and housing assistance payments. The owner must also obtain the tenant and management agent's signatures and return the completed forms to the Section 8 office at least thirty days before the anniversary date.

17. INTERIM RECERTIFICATION

A. REQUIRED CHANGES TO REPORT

Moderate Rehabilitation program is treated like the ~~Certificate~~ Voucher Program.

B. FORMS USED FOR INTERIMS

Same as Certificates and Vouchers except:

Since the Section 8 office establishes the Tenant Rent, the family and owner will be sent an amendment. Family signature will be encouraged but payment will not be withheld if the family signatures are not obtained. If there are repeated problems with either the owner or family stating they did not receive an amendment, signatures may be required.

C. TIMELY REPORTING

Same as ~~Certificates and~~ Vouchers with the following substitution:

Changes in Family Composition:

All changes in family composition must be reported within 14 calendar days of its occurrence. All changes in family composition must be preapproved by the Section 8 Specialist. Changes that cause overcrowding of the units, unless they are due to marriage, birth or adoption, will not be approved.

If the change in family composition requires a family move to another unit, see Chapter 19., Termination and Family Moves, of this Moderate Rehabilitation Addendum.

18. HOUSING QUALITY STANDARDS COMPLAINTS

A. GENERAL PURPOSE

Same as Certificates and Vouchers.

B. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS

Same as Certificates and Vouchers with the following addition:

Caulking and weatherstripping are required as energy-conserving improvements.

C. RENT REASONABLENESS TEST

There may be a rent reasonableness test if the contract rent increase procedures require it.

D. CLEARING DEFICIENCIES

If the Section 8 office determines the unit does not meet HQS, the family and owner will be notified and given thirty days to correct the deficiencies.

Extensions will be given because of weather considerations or other external factors beyond the owner's control.

HQS deficiencies which cause a unit to fail must be corrected by the owner, within the time frame specified by the inspector.

- a) The tenant is responsible for paying the utilities;
- b) The tenant is responsible for appliances supplied in the lease; and
- c) Any damage beyond normal wear and tear.

The tenant will be also responsible to correct deficiencies within the time frame specified by the inspector.

The Section 8 office may terminate assistance when a tenant is evicted by the landlord for repeated housekeeping violations

LEAD-BASED PAINT REQUIREMENTS

Same as Certificates and Vouchers

If the owner and/or family does not correct the deficiencies and maintain the unit in accordance with HQS as required by the HAP Contract, the Section 8 office may exercise any of its rights or remedies under the HAP Contract, including:

Abatement of Housing Assistance Payments (even if the family continues in occupancy);

Termination of the Contract on the affected unit(s) and assist the family under a converted Moderate Rehabilitation "Certificate".

If the family is responsible for repairs, e.g. a) the tenant is responsible for paying the utilities; b) the tenant is responsible for appliances supplied in the lease; and c) any damage beyond normal wear and tear, and they are not completed within the specified time frame, the family's assistance to that unit will be terminated. This will not affect the Moderate Rehabilitation Contract.

During the abatement period, that family will only be held responsible for their portion of the Contract Rent contained in the lease.

If an owner evicts an assisted family in violation of the Lease, the Contract for THAT unit is terminated.

Criteria to be used in terminating the HAP Contract include:

- a. Whether there are serious problems in major systems of the building or components where there is no plan submitted and agreed to by the Section 8 office, within thirty days; or**
- b. Whether the abatement has continued throughout a sixty-day period, including items identified in a. above.**

The termination of the affected unit(s) does not automatically terminate the entire Contract. The number of eligible units for that owner is simply reduced unless the affected unit(s) constitutes the entire Contract.

The family's right to rental assistance is protected even if the HAP Contract is terminated for the unit (or for the entire Contract, if applicable).

The family may elect to stay in the unit and pay market rent; however, their rental assistance will terminate since the unit does not meet HQS and was removed as an assisted unit under the Contract.

If the family was not at fault and eligible for continued assistance, the family may continue to receive housing assistance through the conversion of the Moderate Rehabilitation allocation to an Existing Housing unit. The family will be treated as any certified family and issued a Certificate of Family Participation. The family must use their Certificate in a non-Moderate Rehabilitation project. *The certificate is not allowed under portability.*

The unit will then be considered an Existing Housing unit and all requirements will be applicable except that the term of the Certificate HAP Contract may not extend beyond the terms of the initial Moderate Rehabilitation contract.

The Section 8 office will continue to count the unit as a Moderate Rehabilitation unit. The unit will remain under the Moderate Rehabilitation ACC, which provides for such a conversion of units(s); no amendment to the ACC is necessary to convert to Existing Housing units.

After the family leaves the Program, the converted Moderate Rehabilitation "Certificate" will be reissued to another family on the Section 8 Certificate Voucher waiting list.

19. TERMINATION AND FAMILY MOVES

A. FAMILY MOVES

The family's rental assistance is tied to their unit. If the family decides to move from the unit, rental assistance will be terminated.

Exception Authority:

If the Section 8 office determines that a Contract unit is not decent, safe, and sanitary by reason of increase in family size, or that a Contract unit is larger than the appropriate size of the family in occupancy, housing assistance payments with respect to the unit will not be abated if management makes every effort to remedy.

However, the owner must offer the family a suitable alternative unit should one be available, and the family will be required to move. Failure by management to move family to an appropriate size unit may result in lowering of the contract rent.

If the owner or other Mod Rehab properties do not have a suitable available unit, the Section 8 office may assist the family in locating housing in the locality. The family will be required to move when the family composition no longer fits the unit.

In no case will a family be forced to move without adequate notice nor will housing assistance payments under the Contract be terminated unless the family rejects, without good reason, the offer of a unit which the Section 8 office judges to be acceptable.

In order to assist the family in locating a suitable unit, if unit is a suitable available in the project where the family currently resides, the Section 8 office will use the transfer procedures in Section 26.

B. REMAINING MEMBER OF TENANT FAMILY

The remaining member of the tenant family is the member(s) left in the unit who will be the family member(s) who retains the assistance.

C. CERTIFICATE/VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS

The remaining member of the tenant family is the member(s) left in the unit who will be the family member(s) who retains the assistance.

D. EVICTIONS

All evictions must be carried out through judicial process under State and local law. "Eviction" means the dispossession of the family from the dwelling unit pursuant to State or local court action.

The owner must not terminate or refuse to renew the lease except upon the following grounds:

Serious or repeated violation of the terms and conditions of the lease;

Violation of applicable Federal, State or local law; or

Other good cause.

Owner must send a copy of all notices to the Section 8 office immediately.

E. OWNER NOTICE TO TERMINATE TENANCY

The owner must serve a written notice of termination of tenancy on the family which states the date the tenancy shall terminate. Such date must be in accordance with the following:

When termination is based on failure to pay rent, the date of termination must be not less than five working days after the family's receipt of the notice. A Notice of Termination which is issued pursuant to State or local law or is common practice in the locality and which satisfies the content requirements, may be substituted for, or run concurrently with, this Notice.

When termination is based on serious or repeated violation of the terms and conditions of the lease or on violation of applicable Federal, State or local law, the date of termination must be in accordance with State and local law.

When termination is based on other good cause, the date of termination must be no earlier than thirty days after the Notice is served on the family.

The Notice of Termination must:

State the reasons for such termination with enough specificity to enable the family to prepare a defense;

Advise the family that if a judicial proceeding for eviction is instituted, the tenant may present a defense in that proceeding, and be served on the family by sending a prepaid first class, properly addressed letter (return receipt requested) to the tenant at the dwelling unit, or by delivering a copy of the Notice to the dwelling unit.

F. FAMILY MISREPRESENTATION

Same as Certificates and Vouchers. (See Addendum 1 to Administrative Plan.)

G. OWNER MISREPRESENTATION

The Section 8 office will review the situation and determine whether a violation of the HAP Contract occurred. The Section 8 office will determine whether the Contract should be terminated. The Section 8 office will notify HUD of its determination and the suggested remedies. At the direction of HUD, the Section 8 Office will take appropriate action. (See Addendum 1 to Administrative Plan).

H. CHANGE IN OWNERSHIP

Same as ~~Certificates and Vouchers~~.

An owner may pledge, or offer as security for any loan or obligation, an Agreement or Contract entered into pursuant to this Program, provided that

- 1. Such security is in connection with a unit(s) rehabilitated pursuant to this Program; and**
- 2. The terms of the financing or any refinancing must be approved by the Section 8 office in accordance with standards provided by HUD. Any pledge of the Agreement or Contract, or payments thereunder, will be limited to the amounts payable under the Contract in accordance with its terms.**

I REDUCTION IN UNITS

All assisted units must be initially leased to eligible families. Owners who lease to ineligible families are in violation of their HAP Contract. The Section 8 office may exercise all available remedies including:

Reduction of the number of units under the Contract; and

Suspension or debarment of the owner from participation in HUD programs.

The Section 8 office may reduce the number of units under the Contract, if anytime beginning six months after the effective date of the Contract the owner fails to have at least 90% of the assisted units leased or available for leasing for a period of six continuous months.

Restoring Moderate Rehabilitation Units

The Section 8 office may agree to restore units to a Contract if:

A demand for assisted units exists as determined by the Section 8 office.

The owner's compliance record has been otherwise good; and

Contract authority is available.

The units to be restored will be the units originally identified in the HAP Contract in Exhibit A.

For HAP Contracts with only one single-family unit, the Section 8 office will elect not to reduce the unit under Contract, according to this section. The family will pay market rent while in residence. Upon move-out, the owner will notify the Section 8 office of the vacancy and request additional families to be referred.

EXPIRING MODERATE REHABILITATION CONTRACTS

Any Mod Rehab contract which is expiring must notify HUD, their tenant(s), and the Section 8 office in writing at least twelve months prior to the expiration of their contract. The Mod Rehab owner must make their intent known whether they choose to renew the contract in the Section 8 program, or whether they will honor the expiration date. Once the contract expiration date is reached, no further housing assistance may be made by the Section 8 office. If HUD has funds available for that fiscal year, the eligible families may be issued Section 8 assistance for use in the

certificate or voucher program (which ever is made available). *ARHA has requested a one year extension effective October 1, 2000.*

The Section 8 office may reduce the number of units covered by the Contract by the actual number leased plus 10% (rounded up) with a thirty-day notice.

With the owner's permission, the Section 8 office may terminate the Contract only if:

The owner has only one unit under Contract; and

The unit is occupied by an ineligible tenant for at least one year.

20. DENIAL OR TERMINATION OF ASSISTANCE

A. GENERAL POLICY

Substitute this language:

The Section 8 office may terminate the family's assistance if:

The family has violated any of its obligations under the Lease or Statement of Family Responsibility; and/or

Any family member has engaged in drug-related criminal activities or violent criminal activities, *and alcohol abuse activities* as defined in Chapter 20 of the Administrative Plan.

In accordance with 24 CFR 882.413, the Section 8 office is not required to assist families who:

1. Do not fulfill all of its obligations under the Lease
2. Do not fulfill all of its obligations under the Statement of Family Responsibility. These obligations include:
 - a. Providing information and records as may be required in the administration of the program;
 - b. Permitting inspection of its dwelling unit at reasonable times after reasonable written notice;
 - c. Giving at least thirty days' notice to the Section 8 office of the family's intention to vacate the unit;
 - d. Cooperating with the Section 8 office in finding another unit where the family is no longer eligible for the Contract unit it occupies because of a change in family size;
 - e. Not assigning the lease or subleasing the premises, and;
 - f. Not providing accommodations for boarders or lodgers. Only allowing members listed in Item I on the Statement of Family Responsibility and children born to or adopted by one of these family members are entitled to housing assistance under this program. Any other increases in the family size must be approved by the Section 8 office in advance. The family agrees that any persons who move in without permission may be required to leave the unit if the Section 8 office determines that the unit has become overcrowded.
3. Engaged in drug-related criminal activity or violent criminal activity, *or alcohol abuse activities* including *any such previously mentioned prohibited activity* ~~criminal activity~~ by any family member. (See definition in Chapter 20 of the Administrative Plan.)
4. Vacated a unit in violation of the lease term causing the Section 8 office to be liable for vacancy payments or if the family vacated a unit while owing rent or other amounts due under the lease, the family may not receive assistance unless the family satisfies these liabilities.

Criteria for denial of rental assistance are the same as for the ~~Certificate/Vouchers Programs~~ except the family would be denied the issuance of a Statement of Family Responsibility, not a ~~Certificate or Voucher~~. Rental assistance is provided only when an eligible family moves into a rehabilitated unit under HAP Contract.

B. ZERO (\$0) ASSISTANCE TENANTS

A family who has not received housing assistance (\$0 HAP) for one year will not be terminated by the Section 8 office. The one year limitation does not apply. The family may remain in the unit and pay market rent. Since the unit remains under contract during this period, all responsibilities of owner and family required for this Plan are in effect.

The Section 8 office will resume rental assistance if at any time the family notifies the Section 8 office that their situation has changed and they are again eligible to receive rental assistance and the HAP Contract is still in effect.

21. MOVE-OUT INSPECTIONS

Same for Certificate and Voucher contracts executed before October 2, 1995.

22. OWNER CLAIMS

Same as Certificate Program, contracts executed before October 2, 1995 with this exception:

Owners of Moderate Rehabilitation units will be paid 80% of one month's Contract Rent as vacancy loss if the owner claims vacancy loss from the Housing Division, even if the tenant has not given proper notice.

No vacancy loss will be paid for units used for in-house transfers.

23. REPAYMENT AGREEMENTS

Same as ~~Certificate and~~ Voucher Program contracts executed before October 2, 1995, with the following exception:

Owners of Moderate Rehabilitation units will be paid 80% of one month's Contract Rent as vacancy loss if the owner claims vacancy loss from the Section 8 office, even if the tenant has not given proper notice. If the tenant gave proper notice, the tenant will not be held responsible for payment.

No vacancy loss will be paid for units used for in-house transfer.

24. COMPLAINTS AND APPEALS

Same as ~~Certificate and Voucher Program~~.

25. MISSED APPOINTMENTS

Same as ~~Certificate~~ Voucher Program

26. TRANSFER POLICY

Substitute:

Transfers have priority over all other moves. Families requiring a move from one property to another will be listed on the Moderate Rehabilitation Transfer List by date of request for the transfer, after written notice is received by the Section 8 office.

The family will be listed as a transfer, including the date of request and bedroom size.

If the transfer needs of a family on the Transfer List change due to factors within the family, they will be put on the appropriate Transfer List by the new date of the change.

Transfers resulting from acts of God, disasters, or emergencies (i.e., fire or flood) resulting in uninhabitable units, will be given priority over all other transfers or moves.

Families currently receiving assistance under the Moderate Rehabilitation Program are eligible for a in-house or other Moderate Rehabilitation property transfer when the following criteria have been met:

- a. Family's eligible bedroom size (same as ~~Certificate or Voucher Program~~) has changed due to an increase or decrease in the family due to marriage, birth, adoption, move-out of an existing family member, or death of a family member, and family member is required to move to correct violations in HUD's HQS Occupancy Standards and/or Certificate eligibility requirements, or a family who requires a different unit for medical reasons, verified by a medical doctor, according to the project's Management Plan regarding Transfers; and**
- b. A Moderate Rehabilitation unit of the proper bedroom size is not available or is not expected to be available or is not expected to be available for the family within their current project within ninety (90) days. The Section 8 office will refer the family to an available Moderate Rehabilitation unit in another Moderate Rehabilitation project but the family acceptance is subject to the owner's approval. The family will never be forced to move, nor will housing assistance under the Contract be terminated, unless the family rejects the offer of a Moderate Rehabilitation unit which the Section 8 office judges acceptable.**

**ARHA
ARHA's** *All request for transfer under resident accommodate will be handled on case by case base. will follow all applicable Fair Housing, federal and/or state or local regulations as well as any procedures in the plan or the ARHA admission and continues Occupancy Plan.*

- c. Reasonable accommodation for disabled residents. Request must include statement from doctor specifying necessary accommodations. Request must be made on ARHA forms**

27. MONITORING PROGRAM PERFORMANCE

Same as Certificate and Vouchers Programs.

28. PAYMENT STANDARDS FOR THE VOUCHER PROGRAM

This is not applicable.

29. OPERATING RESERVE

Same as for ~~Certificates and~~ Vouchers.

ADDENDUM 3

CONTRACT ADMINISTRATION MONITORING AND REVIEW

TABLE OF CONTENTS

| | | |
|--------------|---|--------------|
| I. | PURPOSE | AD3-1 |
| II. | LEGAL AND REGULATORY AUTHORITY | AD3-1 |
| III. | OBJECTIVES | AD3-2 |
| IV. | CONTRACT TERMS | AD3-2 |
| V. | LEASE AGREEMENTS AND CONTRACT TERMS | AD3-3 |
| | Special Adjustments to Contract Rents | AD3-3 |
| | Procedures for Appealing Section 8 Rent Adjustments | AD3-3 |
| | Owner Appeal Procedures | AD3-3 |
| | Initial Appeal to Section 8 office | AD3-4 |
| | Final Appeal | AD3-4 |
| | Procedures for Determining Special Additional Adjustment | |
| | Rent Increases for Insurance Costs | AD3-5 |
| VI. | UTILITIES | AD3-6 |
| VII. | CONTRACT AMENDMENTS | AD3-7 |
| VIII. | DEFAULT OF SECTION CONTRACT TERMS | AD3-7 |
| | Corrective Actions | AD3-7 |
| | Administrative Actions | AD3-7 |
| | Actions by Court Order | AD3-8 |
| IX. | SECTION 8 UTILIZATION | AD3-8 |
| | Report on Section 8 Program Utilization | AD3-8 |
| X. | REPAYMENT OF UNAUTHORIZED ASSISTANCE | AD3-8 |

| | | |
|-------------|--|---------------|
| XI. | VOUCHER REVIEWS | AD3-9 |
| | Limited Review | AD3-10 |
| | Full Review | AD3-10 |
| XII. | PROJECT MONITORING | AD3-11 |
| | General Responsibilities of Section 8 office and Owners | AD3-12 |
| | Onsite Reviews | AD3-14 |
| | Management Reviews | AD3-14 |
| | Physical Inspections | AD3-15 |
| | Unit Inspections | AD3-15 |
| | Remote Monitoring | AD3-17 |
| XII. | INFORMAL MEETINGS | AD3-18 |
| XIV. | MONTHLY STATISTICAL REPORTS | |

ADDENDUM 3

CONTRACT ADMINISTRATION MONITORING AND REVIEW

I. PURPOSE

The purpose of this Administrative Plan is to set forth administrative requirements which subsidy contract administrators must follow. The Arlington County Section 8 office acts as Contract Administrator for two projects, Section 8 New Construction and Substantial Rehabilitation.

These two projects are:

Colonial Village West (CVW) (VA39-0012-003)

Summer Hill (SH) (VA39-0008-004)

The HUD Handbook 4350.5 (3/92) outlines the guidance and procedures used in both of these programs for contract administration. These instructions must be used in conjunction with other HUD Handbooks such as 4350.1 and 4350.3-Occupancy Requirements and 4370.1, REV-1-Financial Reports, contract documents, and applicable regulations including but not limited to, 24 CFR Parts 215, 219, and 236 (Subparts C and D).

The Contract Administrator takes over the role of HUD and contracts with HUD, in the form of the Annual Contributions Contract, and with the owner, in the form of the Housing Assistance Payments.

II. LEGAL AND REGULATORY AUTHORITY

The Section 8 office must assure, in conjunction with the appropriate authorities in the HUD field office, that the project owners meet the applicable program requirements of:

- A. 24 CFR 880 Section 8 Housing Assistance Payments for the New Construction Program.
- B. 24 CFR 881 Section 8 Housing Assistance Payments for Substantial Rehabilitation.
- C. 24 CFR Part 35 Lead Base Paint Poisoning Prevention.

- D. The Fair Housing Amendments Act of 1988, Title VI of the Civil Rights Act of 1964; and Executive Order 11063 (protects the rights of applicants and tenants in federally assisted projects.)
- E. Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on basis of handicap).
- F. 24 CFR Part 5, Restrictions On Assistance to Non-citizens.

The local HUD field office is required to monitor the Section 8 office to measure its performance and compliance.

III. OBJECTIVES

The objectives of monitoring the performance of project owners is to ensure that:

- A. The Section 8 office and project owner are complying with applicable laws, regulations, contracts, and other legal agreements between HUD and Arlington County, as well as between the projects owners and Arlington County, related to the administration of the program.
- B. The Section 8 office is providing technical assistance and appropriate supervision to owners and management companies in the operation of a HUD assisted project.
- C. The owner is providing decent, safe and sanitary housing to the assisted tenants.
- D. The Section 8 office is taking the necessary steps to prevent the opportunity for fraud, waste and mismanagement in the operation of the project.

IV. CONTRACT TERMS

The terms for both HAP contracts (New Construction and Substantial Rehabilitation projects) is twenty years. Both projects have 24 CFR 811 HUD Insured financing pursuant to Section 221 d 3. Summer Hill has a contract effective date of August 27, 1981. Colonial Village West has a contract effective date of September 30, 1982.

V. LEASE AGREEMENTS AND CONTRACT RENTS

General: The lease agreement must reflect language outlined in HUD Handbook 4350.3 Occupancy Requirements.

Section 8 rents are determined by applying an annual adjustment factor (AAF) in effect, and multiplying the increase based on the existing contract rent. The adjustments in rents using the AAF must be on the anniversary date of the HAP contract. Methods of computation may vary with changes in HUD notices.

Special Adjustments to Contract Rents

General: The project owner may request a special additional adjustment to the contract rents determined by the annual adjustment factor to cover increases for any substantial increases in property taxes, utility rates, and hazard or similar cost, such as liability insurance.

To be considered for a special adjustment in contract rents established by the AAF to cover increases in property taxes, utility rates, hazard and liability insurance premiums, the owner must submit to the Section 8 office sufficient supporting data and financial data to support the special adjustment in the rents. Rent increases resulting from a special adjustment should be processed and approved or disapproved by the Section 8 office within 30 to 45 days of receipt of the request and submission of all required data.

Procedures for Appealing Section 8 Rent Adjustments

General: These procedures apply to AAFs or Special Adjustments of Section 8 rents or utility allowances made according to 24 CFR 880, 881, 883, 884 and 888.

Owner Appeal Procedures

There are only two levels of appeal. The first level of appeal is to the Section 8 office which issued the contested decision. This appeal to the Section 8 office is at least one administrative level above the level which made the final decision on the owner's original submission. In Arlington County, this would be the Director of Economic Independence and Assistance Division (EIAD). The final level of appeal is to the Director, Regional Office of Housing, for the Region III area.

Owners are permitted to delay implementation of rent changes while the Section 8 office is processing the appeal. Rents resulting from the appeal will be implemented as of the effective dates specified in the Section 8 office's original decision letter. Rent increases are either effective on the anniversary date of the HAP Contract, which is recognized as the first day of the month which begins one month after the date of the original decision letter, but no earlier than the anniversary of the HAP contract.

Initial Appeal to Section 8 office

The appeal must be in writing and postmarked within 30 days of the date of the rent adjustment decision letter. The appeal package must contain:

- a letter explaining why the owner disagrees with the new rents
- the rents being sought in the appeal

- all documents contained in the initial submission.

Final Appeal

If the owner does not agree with the initial appeal decision, the owner may submit a final appeal to the Director, Regional Office of Housing for Region III. The owner may, but is not required to, implement the rent adjustments while the final appeal is being processed. When a decision on the appeal is made, the owner must make the rents resulting from the appeal effective as of the dates specified in the original decision letter. The final appeal must be in writing and postmarked within 30 days of the date of the letter issuing the results of the initial appeal decision letter. The project owner must submit to the Director, Regional Office of Housing, Region III, the following data:

- A copy of the original decision letter, accompanied by any supporting documentation sent with the original request for a rent increase, including a budget, utility information or other documents appropriate to the specific type of project.
- All data submitted with the initial appeal.
- Copies of all correspondence with the Section 8 office on the initial appeal.
- A cover letter explaining why the owner disagrees with the decision of the initial appeal. A copy of this letter must be sent to the Section 8 office.

The Regional Office of Housing should process the appeal within 30 to 45 days. The project owner may, but is not required to, implement the approved rent adjustments while the final appeal is being processed. The owner may request a meeting with the Regional Director of Housing, but such a meeting must be requested and completed during the 30 to 45 day final appeal period. There are no further appeals after the decision has been rendered by the Regional Director of Housing.

Procedures for Determining Special Additional Adjustment Rent Increases for Insurance Costs

Insurance rates are cyclical and eventually return to a more acceptable rate. The Section 8 office will notify owners and they must agree in writing prior to HUD's approval of the special adjustment, that in instances where special additional adjustment increases are/were approved to compensate for abnormally high insurance rates, the Section 8 office will adjust the contract rents before applying the annual factor (AAF) if the project no longer needs the special increases to pay the insurance premiums.

Project owner must begin to determine the cost and availability of insurance at least six months prior to policy expiration. If insurance premiums are increased on very short notice, the Section 8 office may release funds from the Residual Receipts Funds or the Reserve for Replacement Fund to cover the monthly premium increase until a rental increase can be processed and approved.

Prior to the approval of the special adjustment rent increases for hazard and liability insurance premiums, the project owner shall certify:

- **as to whether an identify of interest exists or does not exist between the owner or management agent and the insurance supplier.**
- **if so, that the owner shopped for bids to obtain the most cost effective insurance coverage**
- **that the project owner has shopped for better prices for equivalent insurance coverage.**

Formulas to determine the amount in increase in premiums are identified in 4350.5, Chapter 6 Section 3. These will be followed to make the necessary determinations and assessing the special adjustment amounts.

VI. UTILITIES

Each rent increase request must include an analysis of utility consumption and a recommendation for a utility allowance for each unit type caused by an increase in utility rates to the tenant. In addition, the owner must request approval of revised utility allowances whenever a utility rate change would cause a cumulative increase of 10% or more in the most recently approved utility allowance.

Owners must recommend additional utility allowances if the project design is such that utility costs will vary significantly. This is when the same units costs is higher because of location (e.g. end units and interior units).

The owner must also submit with his request for an increase or decrease in utilities, a summary supporting the proposed change to utility allowances. This summaries should include:

- the identity of the type of utilities covered (e.g. gas for heating)
- state whether any utility rate increases or decreases were implemented during the past 12 months, or expected to be implemented, and the amount of the decreases or increases.
- state if any energy conservation initiatives will have any impact on consumption.

VII. CONTRACT AMENDMENTS

Amendments to the Section 8 HAP contract annual commitment are allowed for the purpose of covering increased contract rents resulting from increased costs and/or decreases in family incomes. In order to assure that Section 8 assistance payments continue on a timely basis, the Section 8 office must determine the amendment needs of the project prior to the anniversary date of the contract.

Each year the Section 8 office must review each project's prior years' Section 8 contract usage, and estimate project amendments needs based on previous usage. This information will assist in determining the total amount of amendment needs that will be included in the budget submission for that project. The estimate of the contract amendment for the project should be submitted to D. C. Field Office, Office of Multifamily Housing Management, no later than December 31 each year for the fiscal year two years in advance. For FY95 funding needs, Arlington County will submit this information no later than December, 1992.

VIII. DEFAULT OF SECTION 8 CONTRACT TERMS

General: Under the terms of the Section 8 HAP contract, the project owner agrees to comply with certain procedures and practices, including but not limited to, providing decent, safe and sanitary housing to all tenants which are outlined in the housing quality standards sections. Failure to comply with the provisions of the Section 8 HAP contract, including correction of any deficiency identified by the Section 8 office on site or remote project reviews, could result in a default under the Section 8 HAP contract.

Corrective Actions

If a default occurs, the Section 8 office must notify the project owner, by certified mail, of the nature of the default, the corrective actions needed to cure the default, including the time frame in which the owner must complete the corrective actions. If the owner fails to maintain the project in a decent, safe, and sanitary condition, the Section 8 office must notify the owner in writing of the corrective actions needed to remedy the condition. If the owner does not implement the required corrective actions within the prescribed time frame, the Section 8 office may exercise any of its rights or remedies under the Section 8 contract, including offsetting the housing assistance payments, termination of the Section 8 HAP contract, or other corrective action. Any corrective actions taken by the Section 8 office must not result in the loss of a HUD-assisted unit for the tenant(s).

Administrative Actions

The Section 8 office should implement one or more of the following actions when the owner fails to provide decent, safe and sanitary housing, and/or for violation of the Section 8 HAP contract:

1. Housing assistance payments may be paid directly to the mortgage in the event of default under the mortgage.
2. Suspend, or withhold housing assistance payments until the required corrective actions have been completed to the satisfaction of the Section 8 office.
3. Reduce the number of contract units when the owner has failed to make a good faith effort to lease all contract units to eligible families.
4. Suspend, debar or otherwise restrict participation in any HUD program.

Actions By Court Order

The Section 8 office may request HUD to apply to any court, State or Federal, for an injunction against the project owner for violation of the Section 8 HAP contract, and to appoint a receiver to take over and operate the project in accordance with the terms of the Section 8 HAP contract. The following court ordered actions may be initiated by the Section 8 office:

1. Take possession of the project, and operate the project in accordance with the terms of the Section 8 contract until such time as the Section 8 office determines that the owners is again in a position to operate the project in accordance with the terms of the Section 8 HAP contract.

2. **Collect all rents and other receipts of the project and use such receipts to pay the owner's obligations under the Section 8 HAP contract, including the necessary expenses of maintaining and operating the project.**

IX. SECTION 8 UTILIZATION

General: The maximum annual amount initially committed under the Section 8 contract is the total of the contracts rents and utility allowances for all assisted units in the project. If the project owner does not utilize all of the units and contract authority, the unused amount must be returned to HUD. The Section 8 office must not transfer any unused Section 8 funds to other projects under any circumstances. Reduction of Section 8 units must be consistent with instructions in the HAP contract.

Report on Section 8 Program Utilization

The project owner must submit form HUD-52684, Report on Section 8 Program Utilization to the Section 8 office by no later than September 5 of each year. This report will then be reviewed and forwarded to the D. C. Field Office by October 10, for the period ending on September 30, by the Section 8 office.

X. REPAYMENT OF UNAUTHORIZED ASSISTANCE

General: Failure by the tenant to provide the correct information about income and family composition by the tenant at application, certification, and recertification, will result in the tenant reimbursing the owner for the difference between the rent the tenant should have paid, and the rent the tenant was charged.

If a tenant fails to supply the required reports of interim changes in income or other factors, or submits incorrect information on any application, certification or recertification and, as a result, is charged a rent less than the amount required by HUD's rent formulas, the tenant must reimburse the owner. This would be the difference between the rent the tenant should have paid and the rent s/he was charged. In addition, the owner must make a retroactive adjustment to the tenant's housing assistance payment in accordance with the Section 8 office directives established in Chapter 5 of 4350.1.

The owner is not required to immediately reimburse the Section 8 office for overpayment of assistance where the overpayment was caused by the tenant's deliberate submission of false or incorrect information. Repayments are required when and as tenants repay, in accordance with the agreed upon plan outlined in the Administrative Plan, Chapter 24. The owner must reimburse the Section 8 office for all other overpayment of assistance where such overpayment were due to the owner's error or the owner's failure to follow HUD's procedures. The Section 8 office may permit the owner to repay such overpayment over a period of time through reduction of normal housing assistance requisitions, if immediate payment in full would jeopardize the financial condition of the project.

XI. VOUCHER REVIEWS

General: The owners of both Colonial Village West and Summer Hill share the same management company, and this company bills the Section 8 office on a monthly basis for payment of tenant's rent and utilities. The management agent is not eligible for assistance payments until Form HUD 50059 is signed by both the management company agent and tenant on or before the effective date of the Form HUD 50059. The Section 8 office must review Form HUD 50059 for accuracy and assure that the owner has submitted and completed Form HUD-50059, and electronically transmit the HUD 50059 and HUD 52670 to the Contract Administrator in accordance with the instructions.

For voucher payments, the following forms should be used:

- **Form HUD-52670, Housing Owner's Certification and Application for Housing Assistance Payments**
- **Form HUD 52670A, Part 1, Schedule of Tenant Assistance Payments Due.**
- **Form HUD 52670A, Part 2, Schedule of Section 8 Special Claims**
- **Forms HUD 52671A through D, Section 8 Special Claims for unpaid rents/damages, vacancies during rent up, and vacancies after rent up.**

The Section 8 office must complete a manual review of the vouchers each month and will duplicate the family's information on-line with the Section 8 office's computer system for payment and tracking purposes. All voucher must be keep on file for at least three years. This period of time can be extended by HUD. A filing system by project number and name exists to retain these records in alphabetical order.

Upon receipt of the Vouchers, the Section 8 office will review at least 50% of what is submitted. The general practice is to review 100%. Where the review is less than 100%, the Section 8 office will analyze the voucher portfolio based on two categories: Limited Review and Full Review.

Upon receipt of the Voucher for payment and the signed HUD 50059, the Section 8 office will electronically transmit this information to HUD's "Tenant Rental Assistance Characteristics System" (TRACS).

Limited Review

This should be used only when the projects have demonstrated that the monetary computation for the vouchers are consistently error free, and whose owners have consistently demonstrated an acceptable level of performance. A full review of at least 10% of the vouchers from these projects will be conducted each month. A different 10% should be reviewed each month.

Full Review

This must be performed on projects submitting their initial vouchers, vouchers from problem projects, or an average of 20 percents of the manually prepared vouchers submitted each month, and between 10 to 20 of those vouchers for the largest dollar amounts submitted each month. All vouchers in this category will be given a full review each month.

NOTE: Projects may be moved from one category to the other based on performance or circumstance. Where projects are moved from Category B to Category A, the Section 8 office should document the circumstances supporting the changing of categories.

The Section 8 office reserves the right to use the practice of 100% review of all vouchers submitted on a monthly basis. If this practice can not be utilized the above mentioned methods will be consistently applied. Currently, both the New Construction and Substantial Rehabilitation projects undergo a 100% monthly review. If the Section 8 office elects to change this policy, the circumstances supporting the changing of categories will be documented.

Once the vouchers have been received, the Section 8 office will review them within 30 calendar days of voucher submission. Project owners and/or management companies must be advised in writing of all discrepancies and required corrections to be made on the subsequent month's voucher(s). Notification to project owners should occur within 15 days of the full review and discovery of the discrepancy.

Where offsets are necessary, the Section 8 office will submit official requests to the HUD Regional Accounting Division (RAD) consistent with regular practice. The Section 8 office will also provide the RAD with a copy of the Section 8 office's record of reviews. In those cases where there is no system in place for recording reviews completed, the RAD report will be initialed by the reviewer on the project's report line for each voucher that is reviewed. The Field Office will also provide the RAD with a copy of all notifications to project owners where overpayments are to be corrected. Copies of these notifications are to be attached to the monthly reports to the RAD, and not sent individually to the RAD. The record of reviews and the copies of the notification letters are to be submitted to the RAD by the end of the month following the voucher submission. Reports received from the RAD must be reviewed every month.

Results of these reviews will be kept on a monthly basis. The record of the reviews and the copies of the notification letters are to be submitted to the Regional Accounting Division by the end of the month following the voucher submission. These reports will include the project name, project number, total requisition amount, and date of payment. The Section 8 office's filing system should be set up by project number and name, with copies of Form HUD 52670 and Form HUD 52670A Part 1, and maintained in the project file for at least three years.

The Section 8 office, upon receipt of the disbursement/collection report from the RAD, will compare the vouchers submitted against the report.

XII. PROJECT MONITORING

The owner of a HUD-assisted project is responsible for providing management and maintenance of the project in conformance with HUD regulations, the subsidy contract, and administrative requirements. The Section 8 office must provide oversight management of the project owner and management agent to assure compliance with the terms of the subsidy contract, HUD Regulatory Agreement, applicable HUD regulations, and other administrative requirements. The Section 8 office must monitor the owner/management agent to assure that the owner has complied with the requirements of HUD Handbook 4350.5 (3/92).

General Responsibilities of Section 8 office and Owners

Responsibilities of the owner shall include, but not be limited to:

- A. Marketing units and selecting families in accordance with 4350.3 and a HUD approved Affirmative Fair Housing Marketing Plan.**
- B. Maintaining and operating the project in a decent, safe and sanitary manner and in conformance with Housing Quality Standards.**
- C. Verification of tenant income, social security numbers, certification, annual and interim reexamination of income and family composition.**
- D. Collection of rent.**
- E. Establish and maintenance of project accounts in accordance with HUD requirements.**

Responsibilities of the Section 8 office include all areas identified in 4350.5 (3/92) and the Administrative Plan, and others such as:

- A. Assess the projects operating policies and procedures and interview the management agent and staff and be sure that their roles and responsibilities are understood. The Section 8 office through on site visits, interviews with the Board of Directors, management staff, and project staff should:**
- 1. determine if the owner/management agent has a management plan, operating manuals, job descriptions, and or internal memoranda describing employees and project staff responsibilities.**
 - 2. determine if there is evidence that actual management practices differ from written instructions and/or management plan.**
 - 3. determine if the owner/management agent has an adequate system of record keeping. Expenditures should be documented with the appropriate invoices.**
 - 4. determine if the owner/management agent has a procurement policy and is using cost-cutting measures, such as bulk purchasing and is taking advantage of discounts.**

5. **assess the owner/management agent's current level and pattern of staffing to determine if there are sufficient staff and supportive services to provide adequate management and maintenance of the project. A determination should be made as to whether staff are adequately trained in their areas of responsibility provided with the necessary HUD Handbooks and written office instructions and procedures.**
 6. **determine if appropriate HUD handbooks are available and accessible to staff.**
- B. **Determine if there are known or suspected fraudulent practices, waste or mismanagement. The Section 8 office must note these problems in writing to the owner and giving the owner/management staff a chance to respond within an established time frame. If there is no response, the Section 8 office must consider other enforcement tools to bring the owner into compliance, including but not limited to, denying withdrawals from the reserve for replacement account, or requesting the D. C. Field Office to temporarily deny or suspend the owner's or management agent's participation in HUD programs.**
 - C. **Ensure that the rent increase requests are submitted in a timely manner. The Section 8 office must verify all submissions with these requests.**
 - D. **Review project operating budgets to determine if expenditures are exceeding the amounts established in the approved budget.**
 - E. **Review procedures for collecting rents, and be sure that the owner/management agent identifies and tracks delinquencies, follows up on delinquent accounts, and evicts delinquent tenants when necessary.**
 - F. **Determine if the vacancy rate is comparable to other projects in the area. If there is high turnover, the Section 8 office should review tenant selection criteria and screening policies, management's responsiveness to tenant complaints and repair requests, and the quality of management provided to the tenants.**
 - G. **Review the requests for reserve for replacement withdrawals. If s/he requests for withdrawals from the replacement funds are more frequent than projects of comparable size in the market area, the Section 8 office should review the project's preventive maintenance procedures and the quality of goods purchased.**
 - H. **Verify that the owner/management agent is screening and selecting tenants in accordance with instructions and requirements set forth in HUD Handbook 4350.3.**
 - I. **Review the adjustment of utility allowances and verify that the adjustment has been calculated in accordance with instructions in HUD Handbook 4350.1, Chapter 7.**
 - J. **Review Form HUD 52684, Report on Section 8 Program Utilization, for each project, along with rent rolls, monthly vouchers, and other project records, to determine the amount of assisted units and Section 8 contract authority used by the project owner. In cases where the project owner is not utilizing 100 percent of the Section 8 contract authority, verify that all unused funds have been returned to HUD.**
 - K. **Verify that distributions to the project owner are in accordance with the provisions described in HUD Handbook 4350.1 REV-1.**
 - L. **Review and appeal project property tax levels as necessary.**
 - M. **Review Section 8 special claims vouchers in accordance with Chapter 6 of 4350.3. Any appeals of a denial**

of a request for vacancy losses is initiated at the County level. The first appeal is submitted to the Director of Economic Independence and Assistance Division (EIAD). The second level of appeal is to the Regional Director of Housing. The decision rendered at this level is final.

On Site Reviews

These must be conducted in accordance with Chapter 6 of the HUD Handbook 4350.1. The on site review is essential to the Section 8 office's monitoring of the project owner. This must be performed on HUD assisted properties. The on site review must be a comprehensive examination of the project's operations through management reviews and physical inspections.

On site reviews are conducted annually and will assist the Section 8 office in identifying deficiencies in the projects physical condition and/or operating procedures. The Section 8 office must ensure compliance of owners and management agents with the regulatory requirements of HUD programs. The results also can provide documentation to support enforcement actions when owners and management agents will not voluntarily implement corrective actions.

The Section 8 office must perform the following types of on site project reviews.

A. Management Reviews

These reviews will focus primarily on the efficiency and effectiveness of the project's operating policies and procedures. Management reviews evaluate the procedures for directing and overseeing project operations and the adequacy of both the procedures for carrying out day to day, frontline activities (e.g. maintenance, security, leasing, occupancy, financial management, and general management practices). The Section 8 office must use Form HUD 9834, Management Reviews of Multi-Family Projects, to summarize and report findings and to convey the review findings and recommendations to the owner/agent. In addition to scheduled management reviews, the Section 8 office will conduct an onsite management review:

1. following a change in management agent;
2. when the result of remote monitoring or other servicing activities indicate that physical, financial, or management problems exist and the extent or cause are not immediately apparent;
3. when the project is managed by an agent whose lack of performance is causing problems at other projects;
4. prior to approving a rent increase, or providing mortgage relief;
5. prior to giving approval of a transfer of physical assets application; or
6. or, as necessary, to monitor the owner's implementation of any required corrective actions or project improvement resulting from other reviews.

Physical Inspections

The purpose of this review is to determine whether the owner is providing decent, safe and sanitary housing. The physical inspection examines the condition of the projects' buildings, grounds, and mechanical systems and assesses whether project management is completing preventive and corrective maintenance in a timely

fashion. The Section 8 office must use Form HUD 9822, Physical Inspections Report and HUD 9602 Multi-family Unit Inspection Summary to summarize and report findings and to convey the physical inspection findings and recommendations to the owner/agent.

If the owner fails to implement the required corrective actions and/or fails to comply with Housing Quality Standards within the prescribed time frame, the Section 8 office may exercise any of its rights or remedies under the Section 8 HAP contract, including offsetting of housing assistance payments or termination of the Section 8 HAP contract.

Unit Inspections

A unit inspection must be performed annually on Section 8 units to determine compliance with housing quality standards as required under Section 8 regulations. The unit inspection is intended to identify physical deficiencies in the unit that affect the health and safety of the occupants. Projects that do not meet HQS will not be eligible to continue receiving Section 8 assistance. The unit inspection is not intended to identify all routine or preventive maintenance needs, nor to require the owners to modify schedules for routine replacement of items subject to normal wear and tear. The unit inspection should cover at least 25 of every 100 occupied units and all vacant units. The Multifamily Unit Inspection Form is to be used primarily by the Section 8 office conducting management reviews, physical inspections, or Section 8 Housing Quality Standards.

These projects met the standards in effect when the project was approved for assistance. The inspection process is not intended to require owners to provide amenities that were not approved or required when the project was initially approved. However, owners must comply with requirements that affect the health and safety of project residents.

All amenities and components provided for when the project was approved must be in working condition (e.g. appliances, windows, locks, etc.) The Inspector must use the inspection form to rate the unit conditions in one of four categories:

- | | | |
|-----------|-----------------------------------|--|
| a. | Good: | Identify elements that are in notably good condition |
| b. | Acceptable: | The condition of the elements is acceptable or require one of the actions identified in Action Required or Immediate Action Required (see below) |
| c. | Action Required: | Unit deficiencies cited that should be repaired or replaced but do not represent an immediate hazardous condition. Examples: minor leaks, some burners not working, cracked windows, etc. |
| d. | Immediate Action Required: | Deficiencies that pose an immediate threat to the health and safety of unit occupants. |

For each deficiency, the Inspector must establish a target date for completion of repairs. The target dates should be discussed with the owner or management agent in an exit meeting before the Inspector leaves the project. Action Required items usually have thirty (30) days as accepted practice. The time may be extended if the owner can demonstrate that the action is scheduled within a reasonable period as part of an overall maintenance program or provide other good reason for an extension. For Immediate Action Required Items, 72 hours is the generally accepted practice. If a serious condition covering health and safety items cannot be corrected immediately, consideration must be given to relocating the resident to another unit.

If correction of all unit deficiencies will take more than thirty (30) days, the Inspector must specify dates for periodic status reports on the owner's progress in making corrections.

When corrections are made, the owner must notify the Section 8 office and certify that the required corrections have been made and the date the corrections were made. The owner is responsible for correcting deficiencies, even if they were the result of tenant neglect or abuse. In accordance with the tenant's lease, the owner may require the tenant to pay for the cost of the repairs.

The owner must send a letter to the tenant identifying the corrective actions that have been taken and informing the tenant that continued damage, abuse or neglect constitutes material non compliance with the lease. A copy of this letter to the tenant must be attached to the certification of completion.

The Section 8 office must establish and maintain a tracking system for periodically following up on required actions.

Remote Monitoring

This type of review is handled from information received from remote monitoring (desk reviews of certain documents, such as, but not limited to, annual financial statements, rent increase requests, request for withdrawal from reserve for replacements, tenant complaints regarding project management, occupancy/vacancy reports, monthly accounting reports, operating budgets, etc.) This information must be analyzed and used to assess the performance of the owner and management agent. Effective remote monitoring by frequent desk reviews of these various reports will enable the Section 8 office to measure the project's overall performance and possibly prevent problems before they arise. In addition to the scheduled on site reviews, data from remote monitoring will be used to determine if additional on site reviews are required. If so, they will be scheduled.

Other methods used to assist with the remote monitoring will be reviews of annual audited financial statements, allowable distribution in the Section 8 projects, monthly accounting reports, occupancy reports, and tenant complaints. Occupancy reports and rent rolls will be reviewed when the information is not available in the Section 8 office's computer.

If, through analysis of this type of data, problems appear, the Section 8 office will immediately bring these problems to the owner/management attention and require corrective actions. If it is determined that the owner is not in compliance with HUD requirements, or performance problems noted, or questionable disbursement exist, the Section 8 office must follow up on these problems.

XIII. INFORMAL MEETINGS

Tenants may request an informal meeting on issues related to HUD Handbook requirements at both sites. These meetings will be held by the Housing Program Supervisor. Tenants shall make their request in writing within thirty (30) days after the action was taken. The tenant may have a legal representative, or any other type of representative to accompany them to this meeting. The tenants should bring any relevant witnesses, and oral and written evidence to support their statements and conclusions. Owners and management staff will be notified and requested to attend these meetings. The meetings will be held in the Arlington County Court Square West in Suite 301 at a date and time mutually convenient for all parties who are involved. The Management Specialist will also attend these meetings.

Determination will be made based on the requirements of the Code of Federal Regulations, HUD handbooks, and contract terms and conditions. If the question presented in the meeting is beyond the scope of the

Section 8 office's authority or knowledge, assistance from the HUD D.C. Field office will be requested or the matter referred to the appropriate authorities.

All determinations from these meetings will be written and mailed within thirty (30) days of the meeting. These determinations will be kept confidentially, chronologically, and alphabetically. Recurring issues at these informal meetings will be raised during the on site management reviews.

XIV. MONTHLY STATISTICAL REPORTS

The Section 8 office will run each month a list of all units currently within the computer system for both the New Construction and Substantial Rehabilitation projects. This information will be compared with the Voucher payment requests. Other management reports that are provided are the cases for recertification each month, and the month of their recertification period. This data will be compared with the HUD 50059 to make sure the computer information is up to date. This information is broken down into bedroom size for each site.

The Section 8 office's HAP register also has information related to payments made to each management company for Colonial Village West and Summer Hill. This information has monthly and weekly adjustments for both projects.

ADDENDUM 4
ARLINGTON COUNT, VIRGINIA
SECTION 8 HOUSING
FAMILY SELF SUFFICIENCY PROGRAM
ACTION PLAN

TABLE OF CONTENTS

| | | |
|------------|--|--------------|
| 1. | THE FAMILY SELF SUFFICIENCY PROGRAM | AD4-1 |
| A. | Overview | AD4-1 |
| 2. | OUTREACH TO CURRENT PARTICIPANTS | AD4-2 |
| A. | Selection Criteria | AD4-2 |
| B. | Designation of Units for FSS and Time Table for Completion of FSS Contracts and Participation | AD4-2 |
| C. | Incentives to Encourage Participation | AD4-3 |
| 3. | DEMOGRAPHICS OF POTENTIAL FSS PARTICIPANTS | AD4-4 |
| A. | Characteristics of Potential FSS Participants | AD4-4 |
| B. | Current Section 8 Participants | AD4-4 |
| 4. | ACTIVITIES AND SUPPORTIVE SERVICES TO BE PROVIDED BY PUBLIC AND PRIVATE RESOURCES | A4-5 |
| A. | Participant Screening for Supportive Service needs | AD4-5 |
| 1. | Child Care | AD4-5 |
| 2. | Transportation | AD4-5 |
| 3. | Basic Education | AD4-5 |
| 4. | Remedial Education | AD4-5 |
| 5. | Higher Education | AD4-5 |
| 6. | Job Training | AD4-6 |
| 7. | Job Placement | AD4-6 |
| 8. | Creating Opportunities in the Business Community | AD4-6 |
| 9. | Homemaking/Household Management | AD4-6 |
| 10. | Parenting | AD4-7 |
| 11. | Money Management | AD4-7 |
| 12. | Housing Counseling | AD4-7 |
| 13. | Substance Abuse Counseling | AD4-7 |
| 14. | Health/Medical Care | AD4-7 |
| 15. | Mental Health Counseling | AD4-8 |
| B. | FSS Case Management | AD4-8 |

| | | |
|-----------|--|---------------|
| 5. | SUPPORTIVE SERVICE NEEDS | AD4-9 |
| | A. Alcohol and Substance Abuse | AD4-9 |
| | B. Charities and Church Organizations | AD4-9 |
| | C. Public Service and Community Organizations | AD4-9 |
| | D. Energy Programs | AD4-10 |
| | E. Housing and Homeownership | AD4-10 |
| | F. Juvenile and Domestic Services | AD4-10 |
| | G. Legal Services | AD4-10 |
| | H. Medical and Mental Health Services | AD4-10 |
| 6. | AVAILABLE PUBLIC AND PRIVATE RESOURCES PROVIDING ACTIVITIES AND SERVICES TO THE FSS PROGRAM | AD4-11 |
| | A. Arlington Community Action Program (ACAP) | AD4-11 |
| | B. Arlington Employment Center | AD4-11 |
| | C. Virginia Employment Commission | AD4-11 |
| | D. Office of Citizen and Consumer Affairs | AD4-11 |
| | E. Northern Virginia Community College | AD4-11 |
| | F. Strayer College | AD4-12 |
| | G. Northern Virginia Family Services | AD4-12 |
| | H. Local Banks | AD4-12 |
| | I. Community Services Board | AD4-12 |
| | J. Day Treatment Center | AD4-12 |
| | K. METROA | AD4-12 |
| | L. YMCA | AD4-12 |
| | M. Goodwill Industries | AD4-12 |
| | N. Regional Opportunity counseling (ROC) | AD4-13 |
| 7. | COORDINATION WITH JOB OPPORTUNITIES (JOBS) AND JOB TRAINING PARTNERSHIP ACT (JTPA) | AD4-14 |
| 8. | SECTION 8 POLICIES FOR TERMINATING OR WITHHOLDING ASSISTANCE AND SUPPORTIVE SERVICES | AD4-15 |
| | A. Local FSS Review Panel | AD4-15 |
| | B. Section 8 Participant Hearing Procedures | AD4-16 |
| 9. | ESCROW ACCOUNTS | AD4-17 |
| | A. The amount in a participating family's account in excess of any amount owed the housing agency | AD4-17 |

| | | |
|------------|---|---------------|
| B. | Amounts in the FSS escrow account shall be forfeited | AD4-17 |
| C. | Amounts in the FSS account shall also be forfeited for any of the following reasons | AD4-18 |
| 10. | DEFINITIONS/LOCAL FSS POLICY CLARIFICATIONS | AD4-19 |
| A. | Express Interest in Participating in the FSS Program | AD4-19 |
| B. | Seek Employment | AD4-19 |
| C. | Maintain Employment | AD4-19 |
| D. | Success in Less than Five Years | AD4-19 |
| E. | Conditions for Granting Extension of Contract beyond Five Years | AD4-20 |
| F. | Policy Regarding Acceptance/Participation of Non-absorbed Portability Transfers in the Family Self Sufficiency Program | AD4-20 |
| G. | Policy for Re-admittance to the FSS Program for Persons who have been Terminated from the FSS Program or who have Voluntarily Withdrawn from the FSS Program | AD4-20 |

**ARLINGTON COUNTY, VIRGINIA
SECTION 8 HOUSING
FAMILY SELF SUFFICIENCY PROGRAM
ACTION PLAN**

**Arlington County, Virginia
Department of Human Services
Economic Independence and Assistance Division
Section 8 Program
1400 N. Uhle St., Suite 301
Arlington, Virginia 22201**

1. THE FAMILY SELF SUFFICIENCY PROGRAM

A. OVERVIEW

The Department of Housing and Urban Development (HUD) has mandated that all Housing Agencies who receive new allocations for housing assistance must create a Family Self Sufficiency (FSS) Program within their jurisdiction. The minimum size of the program is determined by the amount of assistance received. In Arlington County, based on the assistance received in November, 1994, the mandate is for 26 families to be placed under a Family Self Sufficiency Contract of Participation.

The purpose of the Family Self Sufficiency Program is to foster self sufficiency among families participating in the Section 8 Existing Housing (Certificate) and Section 8 Voucher Program. To accomplish this purpose, Arlington County Section 8 will follow the Section 8 Family Self Sufficiency federal regulations for a structured program involving case management, counseling, self assessment, goal setting for each individual participating, and monitoring, measuring and redefining those goals over the five year period of the contract.

As further incentive for program participants, a monetary reward will be available for successful participants. This money is furnished through HUD matching funds, based on increases in the tenant rent portion. The difference between the TTP or 30% of the Household's income, which was in effect at the initial FSS contract, and increases due to wages, are reflected in the escrow account. These funds will be dispensed to the FSS household upon successful completion of their goals.

FSS activities will be assisted through the FSS Program Coordinating Committee (PCC). The first PCC will be comprised of selected staff from the various divisions within the Arlington County Department of Human Services, Economic Independence and Assistance Division, Arlington County non-profit agencies and businesses, and FSS program participants, to provide a linkage for the services FSS participants will need. The divisions involved from the Department of Human Services will be the Section 8 Recertification, Finance and Inspection Units, Arlington Employment Center, Family and Children Unit, Crisis Intake Bureau Unit, Adult Protective Services and Over 60 Intake Unit, and Children's Services Pro-Child. A representative from Arlington Community Action Program will also be involved in the PCC, as will two FSS program participants.

2. OUTREACH TO CURRENT PARTICIPANTS

Potential participants for the Family Self Sufficiency Program must come from families already receiving Section 8 benefits through the Section 8 Existing Housing (Certificate) or Section 8 Voucher Program. Outreach to current Section 8 participants will be accomplished by a direct mailing to the participants to notify them of the Family Self Sufficiency program. The date the family expresses interest in participating in the FSS program will determine the order in which current participants will be offered an FSS Certificate or Voucher. For participants, "express interest" will be defined as completing and returning the FSS application.

A. SELECTION CRITERIA

Individuals will be given the opportunity to participate in the Family Self Sufficiency Program based on the date the eligible family expressed interest in participating in the FSS program. The individuals will come from both working and welfare backgrounds. As allowed in the FSS regulations, several other criteria will be applied:

1. Section 8 will apply motivational screening factors, such as a potential participant responding to FSS solicitations of interest, attending briefings and orientations, keeping ongoing appointments, etc..
2. Persons residing in, or coming to the locality with a portable Certificate or Voucher from another jurisdiction will be eligible to participate in the Arlington County Section 8 FSS program. (See policy regarding acceptance/participation of non absorbed transfer in Certificates/Vouchers.)
3. Up to 50% of the available FSS slots will be targeted for families involved in the Arlington Works program. If they cannot be filled by *Arlington Works* Families, they will be made available to interested Arlington Regional Opportunity Counseling (ROC) program participants.

B. DESIGNATION OF UNITS FOR FSS AND TIME TABLE FOR COMPLETION OF FSS CONTRACTS OF PARTICIPATION

The Arlington County Section 8 Program received an allocation for 26 new vouchers in November, 1994. Therefore, 26 Family Self Sufficiency slots are to be filled within 24 months of Arlington County having received the new allocation of Section 8 assistance. This deadline date was met before November, 1996.

C. INCENTIVES TO ENCOURAGE PARTICIPATION

The Family Self Sufficiency case manager encourages the participation of families by promoting:

- 1). The escrow account; and**
- 2). Presentation of workshops/seminars in areas of professional, financial and personal growth and development.**

Workshops which have been presented include but are not limited: Developing your Personal Family Budget; Refocusing our Goals and Moving Forward; and Preparation for Homeownership.

3. DEMOGRAPHICS OF POTENTIAL FSS PARTICIPANTS

A. CHARACTERISTICS OF POTENTIAL FSS PARTICIPANTS

Since the majority of households participating in the program qualify for two and three bedroom units, and the majority are also single parent households, it is expected that participants in the FSS program will consist of this same demographic makeup. The household size would range from two to six members. It is also expected that some elderly, disabled single person households may participate in FSS.

The program is being developed with the intent of being able to serve all families who would participate under future new allocations of Certificates or Vouchers. This goal will be achieved by identifying and using a variety of services which could be accessed by the client populations which the program would serve.

B. CURRENT SECTION 8 PARTICIPANTS

Demographic information from the Arlington County Section 8 program's current participants were analyzed as follows:

Male Head of Household 24.60 %

Female Head of Household75.39 %

Black **46.14 %**

White 38.70 %

Hispanic (Black & White) 23.90 %

Asian/Pacific Islander 11.74 %

American Indian/Alaskan 2.5 %

4. ACTIVITIES AND SUPPORTIVE SERVICES TO BE PROVIDED BY PUBLIC AND PRIVATE RESOURCES

A. PARTICIPANT SCREENING FOR SUPPORTIVE SERVICE NEEDS

The FSS Case Manager will complete an assessment of each family to determine their service needs.

1. Child Care

Recipients of Temporary Assistance to Needy Families (TANF) are eligible for subsidized day care for employment, job search and education or training activities through the Child Day Care Office of DHS.

Several day care centers have scholarship funds for low income families. Some day care centers offer discounts for more than one child, and/or payment on a sliding scale basis.

2. Transportation

Arlington County is served by the METRO bus transportation system, and the METRO-RAIL subway. There are also several taxi cab services, and some emergency transport programs available (i.e. F.I.S.H and ACAP).

3. Basic Education

The Arlington County Adult Education program offers GED, ESL, skills training and literacy classes which are accessible to all participants.

4. Remedial Education

The Literary Volunteers of Volunteers of America are available to train volunteers that will tutor persons in basic skills.

5. Higher Education

The Arlington community is served by Northern Virginia Community College, Strayer College, Marymont University, and nearby George Mason University. Participants can apply for Financial Aid for higher education. Each of the schools have career and financial aid counselors available for prospective and enrolled students.

The JTPA program provides an opportunity for clerical/business training through courses offered at Northern Virginia Community College.

6. Job Training

ACAP offers computer training.

JTPA is available through Social Services for eligible clients.

The Virginia Employment Commission may provide referrals to job training opportunities.

Businesses have indicated that they will provide work experience sites for participants.

7. Job Placement

The Arlington Employment Center provides job counseling, training, aptitude testing and placement.

The Virginia Employment Commission provides computer listings of permanent positions.

8. Creating Opportunities in the Business Community

The Chamber of Commerce, through their public relations committee and the education committee, will be available to publicize the FSS program and to encourage the participation of local businesses in providing training and employment opportunities.

9. Homemaking/Household Management

Seminars and individual mentoring on homemaking and household management can be provided by the Virginia Cooperative Extension, volunteer professionals and/or clubs.

10. Parenting

A variety of local resources are available for assisting participants to improve parenting skills. The STEP program (Virginia Cooperative Extension), Head Start, PIE (Parent Infant Education), court ordered therapy (Community Mental Health), Arlington Mental Health (Department of Social Services), and a parenting program conducted by the Northern Virginia Family Services would be available to assist eligible participants in the area of parenting.

Supplementary individual parenting training could be provided through volunteers and trained staff personnel.

11. Money Management

The Virginia Cooperative Extension Office provides a financial counseling program through the use of volunteer counselors. The Office of Citizen and Consumer Affairs offers written and videotaped material as well as personal instruction in money management, and credit counseling.

12. Housing Counseling

Housing Counseling services will be accessed through trained staff; the Virginia Cooperative Extension, real estate agents, mortgage bankers, and the Office of Citizen and Consumer Affairs.

13. Substance Abuse Counseling

Substance Abuse Counseling is available through the Arlington Community Services Board, private therapists and the Arlington Hospital. AA and NA groups are available at many locations in the area.

The Arlington Day Treatment Center would provide staff to conduct seminars on drug and alcohol use.

14. Health/Medical Care

Northern Virginia Family Services has established a Health program which provides qualified applicants with medical services at reduced rates. The Arlington Hospital Out-Patient Clinic could be available for emergency medical treatment. Medicaid and Medicare would be available to eligible participants.

A free medical clinic provides health care services for low income persons two evenings a week through the voluntary services of area medical providers and community volunteer support. Also, the Arlington Dental Clinic is accessible to Arlington Residents.

In addition, State and local hospitalization funds can be applied for based on need.

15. Mental Health Counseling

The Arlington County Day Treatment Center provides a psychiatric day hospital. Free screening appointments are available. Actual treatment would require payment by third party medical coverage, or other private sources.

The Community Services Board provides mental health counseling for eligible individuals.

B. FSS CASE MANAGEMENT

The FSS Case Manager will maintain individual files for each participating FSS Household. The process will consist of:

- 1). A Needs/Services Assessment for the household members;**
- 2). FSS Contract of Participation;**
- 3). FSS Individual Training and Service Plan;**
- 4). Documentation of participation in goal related activities, courses, and/or workshops.**
- 5). Annual recertification for Section 8 purposes.**

5. SUPPORTIVE SERVICE NEEDS

The following supportive service needs, and community resources to address them, have been identified; they will be used as appropriate to benefit an FSS participant:

A. Alcohol and Substance Abuse

Al-Anon
Alcoholics Anonymous
Alexandria Regional Detoxification
Arlington Alcohol and Drug Program
Arlington Hospital Addictions Treatment Program
Narcotics Anonymous
Salvation Army Rehabilitation Center
WACADA Alcohol & Drug Hotline

B. Charities and Church Organizations

American Red Cross, Arlington Chapter
Arlington Presbyterian Church
Catholic Charities, Diocese of Arlington
First Baptist Church of Clarendon
Our Lady Queen of Peace Matthew 25 Bazaar
Resurrection Lutheran Church
Salvation Army

C. Public Service and Community Organizations

ACAP (Arlington Community Action Program)
AFAC (Arlington Food Assistance Center)
Arlington Department of Human Services
 Adult Protective Services
 Crisis Assistance Program
 Pro-Child
 Intake (Eligibility and Services)
FISH (For Immediate Sympathetic Help)
Ethiopian Community Development Council
Hispanic Committee of Northern Virginia
Hogar Hispano
Indochinese Community Center
Meals on Wheels
Northern Virginia Family Services
WIC (Women, Infants, Children's Program)

D. Energy Programs

**Energy share
Virginia Fuel Assistance Program
Washington Area Fuel Fund**

E. Housing and Homeownership Programs

**Arlington Housing Corporation
Arlington Partnership for Affordable Housing
Wesley Housing Development Corporation**

F. Juvenile and Domestic Services

**Alternative House (Ages 13-18)
Borromeo Housing (Teen Mothers ~ Infants)**

G. Legal Services

**Arlington County Bar Association Lawyer Referral
Auyda, Inc. -- Hispanic Legal Aid
Legal Services of Northern Virginia**

H. Medical and Mental Health Services

**Andromeda -- Hispano Mental Health Center
Arlington Dental Clinic
Arlington Free Clinic
Arlington County Department of Human Services
 Mental Health Services
 Geriatric Clinic
 Child Health Clinic
Mental Health Association of Northern Virginia
Visiting Nurse Association of Northern Virginia
Whitman-Walker Clinic**

6. PUBLIC AND PRIVATE RESOURCES AVAILABLE TO PROVIDE ACTIVITIES AND SERVICES UNDER THE FSS PROGRAM

Commitments of private and public resources have been solicited to support the Arlington County Family Self Sufficiency Program. It will be a goal of the PCC to investigate and continually develop additional supportive services so that all potential FSS client populations can access needed services. The following is a summary of the support which has been solicited to date:

A. Arlington Community Action Program (ACAP)

Programs include employment, transportation, Headstart, computer training, weatherization, a food pantry and ex-offenders program. Referrals are also provided for financial assistance.

B. Arlington Employment Center

For mutual FSS and social services clients.

Employment Service Programs: child care services, transportation, career and education, guidance counseling, remedial education, education for completion of secondary or post secondary schooling, financial aid counseling, job training, job preparation and counseling, on the job training opportunities and job development and placement.

C. Virginia Employment Commission

Information through a computerized job bank for employment opportunities.

D. Office of Citizen and Consumer Affairs

Provide consumer education programs, videotaped material and personal instruction in money management and home rental or purchase. Assist with landlord tenant dispute resolution, provide counseling on home purchasing.

E. Northern Virginia Community College

Career and education guidance counseling, remedial education, education for completion of secondary or post secondary schooling, non-credit job training and personal growth courses, financial aid counseling, job preparation and counseling, family life skills seminars, networking with business and industry for on-the-job training, student employment under federal guidelines, scholarships in selected fields.

F. Strayer College

Career and education guidance counseling in areas of Accounting, Business, and Computer, guidance and assistance in student financial aid.

G. Northern Virginia Family Services

Family counseling on sliding scale fee, referral for reduced cost health care through Healthlink Program, Family Life Education programs.

H. Local Banks

Financial counseling, household money management and other programs related to safe banking and home ownership, and serve on Coordinating Committee.

I. Community Services Board

Mental health, substance abuse and mental retardation case management, treatment and counseling available for Family Self-Sufficiency participants.

J. Day Treatment Center

Free screening appointments of families needing a psychiatric day hospital setting, provide staff to conduct seminars on mental health subjects, parenting skills, drug and alcohol use.

K. METRO

Reduced fares for transportation for eligible individuals.

L. YMCA

Scholarships for summer camp, swimming lessons and specialty programs, pending development of other funding for services.

M. GOODWILL INDUSTRIES

Thirteen different programs and services, including: Employment and Training - Literacy, Clerical skills, Personal Computers, GED, English as a Second Language, Job placement, Career Evaluation, and PAS (Plan for Achieving Self Support).

N. REGIONAL OPPORTUNITY COUNSELING (ROC)

ROC uses a combination of housing counseling and supportive services to help Section 8 families. ROC provides housing location services and referrals for Employment Training, Child care Services, Mental Health and Substance Abuse Counseling, Medical Services, Homeownership Counseling, and Financial Management.

The goal for the ROC program is to move families from high poverty to low poverty areas, while providing the client with information to make the best housing choice.

ROC families will be given priority on the FSS waiting list to meet HUD recommendations.

7. COORDINATION WITH JOB OPPORTUNITIES (JOBS) AND JOB TRAINING PARTNERSHIP ACT (JTPA)

The Arlington County FSS program will have access to the opportunities provided by these programs based upon the individual program's mandated eligibility requirements. In most instances, FSS participants who are receiving Temporary Assistance for Needy Families (TANF) and are within specified target group areas, will be eligible for the JOBS program. FSS participants who are receiving TANF, Food Stamps, or meet family size and income guidelines may be eligible for the JTPA program.

The services and activities provided by the JOBS and JTPA programs include:

Job Skills Training

Case Management

Employment and Career Counseling

Job Search Assistance

Motivational Training

Group Job Search Seminars

Work Experience Opportunities

On-the-Job-Training

Grant Diversion

Job Development and Placement

Referrals for Basic Education and GED Preparation

After School and Summer Youth Employment Programs

Assistance with Transportation

Child care assistance is available for eligible TANF recipients to offset day care costs while attending training or school or transition into the work force.

Outside services provided to FSS participants will be coordinated with these programs to eliminate any duplication.

8. SECTION 8 POLICIES FOR TERMINATING OR WITHHOLDING ASSISTANCE AND SUPPORTIVE SERVICES

A. Local FSS Review Panel

FSS families who fail to comply with the requirements under their Contract of Participation will be given the opportunity for a face to face review of the circumstances by the FSS review panel prior to withholding supportive services or formal termination action. A three person subcommittee of the FSS Program Coordinating Committee will act as the FSS review panel. The three person review panel will be selected from amongst the FSS Program Coordinating Committee. The review panel will decide whether sufficient grounds exist to withhold supportive services, or for proposing and pursuing formal termination action on a case by case basis.

The case manager will notify the family by certified letter of the intent to withhold supportive services or terminate Section 8 assistance and reasons for the action. The notification will give the family 14 days from the date of the letter to make a written request for review by the FSS review panel of the proposed withholding of supportive services or termination. If the family fails to request a review by the FSS review panel, a formal notice will be mailed to the family regarding the withholding of supportive services or termination. This formal notice will offer FSS families an opportunity for an informal hearing under the policy developed by Arlington County. The family should send their written request to the assigned case manager.

If the family requests a review of the proposed action by the review panel, the family will be notified in writing of the date, time and location of the FSS review. At the review, the case manager will present the reasons for the proposed termination action or reasons for withholding supportive service, and the family will be given the opportunity to explain their individual circumstances for consideration by the review panel. Within 14 calendar days, the review panel will render a written recommendation regarding the proposed termination action or proposal to withhold supportive services.

If the review panel decides that formal action is not warranted based on the record submitted at the hearing or individual circumstances of the family, no formal action will be taken.

If the family fails to appear for the scheduled review, and does not contact the case manager prior to the scheduled time to reschedule the review, formal action will be pursued. A second formal notice will be mailed to the family giving them the opportunity for a second informal hearing date under the policy developed by the FSS staff. If there is a "no show" for this meeting, the action will be upheld.

B. Section 8 Participant Hearing Procedures

Per the Section 8 federal regulations, participants in the Section 8 Program are provided an opportunity for an informal hearing. Families will be mailed a formal notice of termination stating the reasons for the termination. Participants who disagree with the decision and wish to request an informal hearing, must make a written request for an informal hearing within ten days of the date of the formal notice.

The participant at their own expense, may be represented by a lawyer or other representative. All parties have the right to present evidence and may question any witnesses. The FSS Hearing Officer assigned to the locality will arrange the hearing by written notice. Factual determinations relating to the individual circumstances of the participant shall be based on a preponderance of evidence presented at the hearing. A copy of the written decision shall be furnished to the participant within 14 calendar days from the date of the hearing to the participant. The proposed action will not transpire until the results of the hearing are concluded.

Participants who allow the 14 day appeal period to pass and have not requested a hearing, waive all rights to any type of informal hearing.

Participants who do not appear for the informal hearing, or call prior to the informal hearing to reschedule if they are unable to attend the hearing as scheduled, will be scheduled for one more hearing. If the participant does not show at second scheduled date, the participant defaults and the proposed action will occur on the date specified in the original termination notice.

9. ESCROW ACCOUNTS

The housing agency will establish an escrow account for the participating FSS families, and credit to this account, in accordance with HUD requirements, a portion of the increase of rent paid that would otherwise result from increases in earned income of family members during the term of this contract. Funds held in the FSS accounts will be held in escrow. The investment income rate of return credited to the FSS accounts will be the rate of interest paid by local institutions on time deposits. Interest will be credited to each participating family's FSS account.

- A. The amount in a participating family's account in excess of any amount owed the housing agency may be paid to the head of the participating family after:**

Project Coordinating Committee determines the participating family has met its obligations under the FSS Contract of Participation, including the requirements of each individual training and services plan, and

The head of family certifies that to the best of his/her knowledge and belief, members of the FSS family no longer receive any Federal, State, local, or other public assistance. No family member may be receiving funds from TANF, General Relief, SSI, or similar programs which are intended to meet general living expenses.

If the designated head of the family ceases to reside with other members of the participating family who continues to receive assistance under the program specified in Section 1 of the Contract of Participation, the remaining members of the family, after approval of the housing agency, shall have the right to designate another FSS family member to receive the escrow funds.

- B. Amounts in the FSS escrow account shall be forfeited if housing agency determines that:**

A participating family has failed to meet its obligations under the Contract of Participation, including failure to meet its FSS responsibilities because the participating family moved outside the jurisdiction and did not continue in the FSS program of housing agency, or enroll and complete its obligations in the FSS program of the new housing agency, or

The participating family is no longer under a Contract of Participation yet is still receiving Federal, State, local or other public assistance as defined in Paragraph 8.c., of the Contract of Participation, ten years from the commencement of the Contract of Participation.

C. Amounts in the FSS account shall also be forfeited for any of the following reasons:

When housing agency determines that the head or participating family member has failed to fulfill the terms of the Contract of Participation or any extension thereof.

Withdrawal of the family from the FSS program.

Mutual consent of the parties.

By such other act as is deemed inconsistent with the purpose of the FSS program.

By operation of law.

Any family who withdraws its escrow account must wait two years before it would be eligible to reapply to the waiting list, unless the escrow account is repaid, in which case the family can apply immediately.

10. DEFINITIONS/LOCAL FSS POLICY CLARIFICATIONS

A. Express Interest in Participating in the FSS Program

For participants, "express interest" will be defined as those who state in writing their desire to participate in the FSS program. Such participants who express interest in participating in the FSS program will be invited, and must attend a mandatory FSS program briefing, complete and return the FSS application.

B. Seek Employment

Job ready participants must make the minimum number of job contacts per week as outlined in their Contract of Participation. Job contacts would be made in person by the FSS participant and documented by the participant completing a job lead sheet which will be presented to the case manager. For some employment objectives, it would be acceptable for the participant to submit resumes to prospective employers with cover letter presented to the case manager as documentation of the job search effort.

C. Maintain Employment

Participants who become employed will be required to maintain employment. If conditions arise so that the participant thinks it necessary to resign from employment, the participant shall be required to consult with the case manager regarding the situation to ensure that all options have been explored which would permit the participant to continue employment, or obtain another job with equal or better pay and benefits, or improved career potential. Resignations against the advice of the case manager may result in termination from the program.

D. Success in Less than Five Years

Completes terms of the Contract of Participation and the households income exceeds the Fair Market Rent/Payment Standard and is independent of housing subsidy, and owes no debt to the Section 8 program.

Completes terms of the contract and has financial capacity to move into homeownership.

Completes terms of the Contract of Participation and is independent of housing subsidy, and owes no debt to the Section 8 program.

E. Conditions for Granting Extension of Contract beyond Five Years

Documented medical reason/educational requirements exceed five years.

Involuntary loss of employment for reasons beyond the control of the participant.

Special consideration for an extension to be given on a case by case basis after consultation with the case manager and approval by the Section 8 office.

F. Policy Regarding Acceptance/Participation of Non-absorbed Portability Transfers in the Family Self Sufficiency Program

Arlington County FSS will not provide case management services of FSS participants residing in, or coming to the locality with a portable Certificate or Voucher from another jurisdiction. Persons with portable Certificates or Vouchers from another jurisdiction who obtain permission from their jurisdiction to transfer, and who can continue to obtain FSS case management services from their original locality would be accepted for transfer. Portable families may sign up for FSS waiting list.

G. Policy for Readmittance to the FSS Program for Persons who Have Been Terminated from the FSS Program or Who Have Voluntarily Withdrawn from the FSS Program or Who Have Completed the Terms of Their Contract and Have Withdrawn the Escrow Fund

Persons who have been terminated from the FSS program, or who have voluntarily withdrawn from the FSS program, or who have completed the terms of their contract and have withdrawn the escrow fund, will not be permitted to participate in the FSS program for two years from the date of the termination.

GLOSSARY OF ACRONYMS

| | |
|-------------|---|
| ACAP | Arlington Community Action Program |
| TANF | Temporary Assistance to Needy Families |
| DHS | Department of Human Services |
| ESL | English as a Second Language |
| FSS | Family Self Sufficiency |
| GED | General Equivalency Diploma |
| PCC | Project Coordinating Committee |

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ADDENDUM 2

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY **POLICY FOR SECTION 8 MODERATE** **REHABILITATION PROGRAM**

TABLE OF CONTENTS

| | |
|---|----------------|
| INTRODUCTORY STATEMENT | AD2 1-1 |
| 1. STATEMENT OF POLICIES AND OBJECTIVES | AD2 1-2 |
| A. Purpose of the Plan | AD2 1-2 |
| B. Moderate Rehabilitation Projects | AD2 1-2 |
| 2. ABOUT THE AUTHORITY | AD2 2-1 |
| A. Organizational Setup | AD2 2-1 |
| B. Description of Programs Offered | AD2 2-1 |
| C. Legal Jurisdiction | AD2 2-1 |
| 3. OUTREACH PROCEDURES | AD2 3-1 |
| 4. ELIGIBILITY FOR ADMISSION | AD2 4-1 |
| A. Family Composition | AD2 4-1 |
| B. Income Limitations | AD2 4-1 |
| C. Mandatory Social Security Numbers | AD2 4-1 |
| D. Other Criteria for Admission | AD2 4-1 |
| E. Suitability of Tenant | AD2 4-1 |
| 5. APPLYING FOR ADMISSION | AD2 5-1 |
| A. How to Apply | AD2 5-1 |
| B. Opening/Closing of Application Taking | AD2 5-1 |
| C. Pre-application Procedure | AD2 5-1 |
| D. Notification of a Full Application | AD2 5-2 |
| E. Completion of a Full Application | AD2 5-2 |
| F. Final Determination and Notification of Eligibility | AD2 5-2 |
| G. Residency Preference | AD2 5-2 |

| | | |
|------------|--|-----------------|
| 6. | ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST | AD2 6-1 |
| A. | Application Pool | AD2 6-1 |
| B. | Waiting List Preferences | AD2 6-1 |
| C. | Residency Preference Eligibility | AD2 6-1 |
| D. | Order of Selection | AD2 6-1 |
| E. | Reopening of the Waiting List for Residency Preference | AD2 6-1 |
| F. | Maintaining the Waiting List | AD2 6-2 |
| G. | Updating the Waiting List | AD2 6-2 |
| H. | Finalizing the Determination | AD2 6-2 |
| I. | Offer of a Moderate Rehabilitation Unit | AD2 6-2 |
| 7. | OCCUPANCY STANDARDS | AD2 7-1 |
| A. | Qualification for Bedroom Size | AD2 7-1 |
| B. | When Changes are to be Made | AD2 7-1 |
| C. | Unit Size Selected | AD2 7-1 |
| 8. | INCOME CONSIDERATIONS & DETERMINATION OF TOTAL TENANT PAYMENT | AD2 8-1 |
| 9. | VERIFICATION PROCEDURES | AD2 9-1 |
| 10. | BRIEFING OF FAMILIES AND ISSUANCE OF CERTIFICATES/VOUCHERS | AD2 10-1 |
| A. | Briefings | AD2 10-1 |
| | Purpose of the Briefing | AD2 10-1 |
| | Briefing Attendance Requirement | AD2 10-1 |
| | Format of the Briefing | AD2 10-1 |
| | General Policies | AD2 10-2 |
| | Owner Referrals | AD2 10-2 |
| B. | Security Deposit Requirements | AD2 10-3 |
| C. | Certificate and Voucher Issuance | AD2 10-3 |
| D. | Housing Voucher Program Regulatory Portability | AD2 10-3 |
| E. | Certificate and Voucher Statutory Portability | AD2 10-3 |
| F. | Special Procedures for Portability | AD2 10-3 |
| G. | Interchange ability | AD2 10-3 |

| | | |
|------------|--|-----------------|
| 11. | LOCATING SUITABLE HOUSING | AD2 11-1 |
| | A. Responsibility for Locating Housing | AD2 11-1 |
| | B. Eligible Types of Housing | AD2 11-1 |
| | C. Request for Lease Approval | AD2 11-1 |
| 12. | HOUSING QUALITY STANDARDS AND INSPECTIONS | AD2 12-1 |
| | A. General Purpose | AD2 12-1 |
| | B. Acceptability Criteria and Exceptions to HQS | AD2 12-1 |
| | C. Rent Reasonableness Test | AD2 12-1 |
| | D. Clearing Deficiencies | AD2 12-1 |
| | E. Other Conditions | AD2 12-2 |
| 13. | LEASE APPROVAL AND HAP/VOUCHER CONTRACT EXECUTION | AD2 13-1 |
| | A. Documents Submitted | AD2 13-1 |
| | B. Fair Market Rent Limitations | AD2 13-1 |
| | C. Rent Reasonableness Determination for Certificates | AD2 13-1 |
| | D. Rent Reasonableness Determination for Vouchers | AD2 13-1 |
| | E. Separate Agreements | AD2 13-1 |
| | F. Lease Approval/Disapproval | AD2 13-1 |
| | G. HAP Contract Execution | AD2 13-1 |
| 14. | OWNER PAYMENT FOR THE MODERATE REHABILITATION PROGRAM | AD2 14-1 |
| | A. Financial Payments | AD2 14-1 |
| | B. Owner Payment in the Certificate Program | AD2 14-1 |
| | C. Owner Payment in the Voucher Program | AD2 14-1 |
| | D. Making Payment to Owners | AD2 14-1 |
| 15. | UTILITIES | AD2 15-1 |
| | A. Utility Allowance | AD2 15-1 |
| | B. Utility Reimbursement Payments | AD2 15-1 |
| 16. | ANNUAL ACTIVITIES | AD2 16-1 |
| | A. Annual Recertification of Families | AD2 16-1 |
| | B. Annual Inspection | AD2 16-1 |
| | C. Contract Renewal and Rent Increase by Owner | AD2 16-1 |
| 17. | INTERIM RECERTIFICATION | AD2 17-1 |

| | | |
|------|---|-----------|
| | A. Required Changes to Report | AD2 17-1 |
| | B. Forms Used for Interims | AD2 17-1 |
| | C. Timely Reporting | AD2 17-1 |
| | Changes in Family Composition | AD2 17-1 |
| 18. | HOUSING QUALITY STANDARDS COMPLAINTS | AD2 18-1 |
| | A. General Purpose | AD2 18-1 |
| | B. Acceptability Criteria and Exceptions to HQS | AD2 18-1 |
| | C. Clearing Deficiencies | AD2 18-1 |
| | Lead-Based Paint Requirements | AD2 18-1 |
| 19. | TERMINATION AND FAMILY MOVES | AD2 19-1 |
| | A. Family Moves | AD2 19- 1 |
| | B. Remaining Member of Tenant Family | AD2 19-1 |
| | C. Certificate/Voucher Issuance Determination for Split Households | AD2 19-1 |
| | D. Evictions | AD2 19-1 |
| | E. Owner Notice to Terminate Tenancy | AD2 19-2 |
| | F. Family Misrepresentation | AD2 19-2 |
| | G. Owner Misrepresentation | AD2 19-2 |
| | H. Change in Ownership | AD2 19-3 |
| | I. Reduction in Units | AD2 19-3 |
| | Expiring Mod Contracts | AD2 19-3 |
| | Restoring Moderate Rehabilitation Units | AD2 19-3 |
| | Expiring Moderate Rehabilitation Contracts | AD2 |
| 19-4 | | |
| 20. | DENIAL OR TERMINATION OF ASSISTANCE | AD2 20-1 |
| | A. General Policy | AD2 20-1 |
| | B. Zero (\$0) Assistance Tenants | AD2 20-2 |
| 21. | MOVE-OUT INSPECTIONS | AD2 21-1 |
| 22. | OWNER CLAIMS | AD2 22-1 |
| 23. | REPAYMENT AGREEMENTS | AD2 23-1 |
| 24. | COMPLAINTS AND APPEALS | AD2 24-1 |
| 25. | MISSED APPOINTMENTS | AD2 25-1 |

| | | |
|------------|--|-----------------|
| 26. | TRANSFER POLICY | AD2 26-1 |
| 27. | MONITORING PROGRAM PERFORMANCE | AD2 27-1 |
| 28. | PAYMENT STANDARDS FOR THE VOUCHER PROGRAM | AD2 28-1 |
| 29. | OPERATING RESERVE | AD2 29-1 |

ADDENDUM 2

ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY **POLICY FOR SECTION 8 MODERATE** **REHABILITATION PROGRAM**

The chapters and paragraphs of this Addendum correspond to those of the Administrative Plan for the Section 8 Certificate and Voucher Programs for ease and convenience. Where a chapter or section is noted without any documentation for Moderate Rehabilitation, then either there are no differences between the programs, or it is not applicable to Moderate Rehabilitation.

1. STATEMENT OF POLICIES AND OBJECTIVES

A. PURPOSE OF THE PLAN

The Moderate Rehabilitation Program was established through the Section 8 office and Community Development Amendment of 1978 to bridge the gap between Section 8 Substantial Rehabilitation and Section 8 Rental Assistance to upgrade marginally deteriorated existing buildings for use as assisted rental housing.

The overall plan for the Moderate Rehabilitation Program is designed to achieve three major objectives:

1. To increase freedom of housing choice by providing assisted housing in areas where low-income and minority families have not previously been able to find housing.
2. To assist lower income families to remain in areas where private rehabilitation is increasing rents and decreasing the amount of rental housing.
3. To supplement a local government's efforts to preserve or revitalize a neighborhood.

The purpose of the Administrative Plan is to establish policies for items which are not covered under federal regulation for the Section 8 Rental Assistance Program, Existing Certificate and Housing Voucher Programs and the Moderate Rehabilitation Program.

The plan covers both admission and continued participation, after the execution of the HAP Contract, for the Moderate Rehabilitation Program. Policies are the same for both programs, unless otherwise noted.

B. MODERATE REHABILITATION PROJECTS

The Section 8 office administers the Section 8 Moderate Rehabilitation Program requirements for the following projects:

VA39-KO28-001
VA39-KO28-002
VA39-KO28-003
VA39-KO28-004

2. ABOUT THE AUTHORITY

A. ORGANIZATIONAL SETUP

The Section 8 Rental Assistance staff generally perform the requirements of the various rental assistance programs. Included in this are staff who handle the Moderate Rehabilitation Program requirements of certification and recertification. Inspections are handled by contract inspectors.

B. DESCRIPTION OF PROGRAMS OFFERED

The Alexandria Redevelopment and Housing Authority Section 8 office administers various Section 8 rental assistance programs. These include:

- Section 8 Rental Certificate Program
- Section 8 Rental Voucher Program
- Section 8 Moderate Rehabilitation Program
- HOPWA

The Moderate Rehabilitation Program is very similar to the Section 8 Rental Assistance Program in its policy areas. Where the Moderate Rehabilitation Program differs in policy, it is noted in the section to which it pertains.

C. LEGAL JURISDICTION

The legal jurisdiction of the Section 8 office is Alexandria City, Virginia, 8th Congressional District.

3. OUTREACH PROCEDURES

Unless the Management Plan of a project contains requirements for a waiting list which do not violate HUD regulations, the owner will not be required to maintain a project waiting list, but will refer interested families to the Section 8 office for eligibility determination.

As soon as an owner knows of an upcoming vacancy, the owner will notify the Section 8 office of the vacancy. The Section 8 office will refer eligible applicants to the project.

If the Section 8 office is unable to refer a sufficient number of interested applicants on the waiting list to the owner within thirty days of the owner's notification to the Section 8 office of a vacancy, the owner may advertise or solicit applications from Very Low Income families and refer the families to the Section 8 office for eligibility determination. If no referral can be made to fill the unit, both Section 8 and the owner will continue their outreach efforts until the unit is filled.

4. ELIGIBILITY FOR ADMISSION

A. FAMILY COMPOSITION

Head of Household

The eligibility criteria is the same as for the Voucher Program.

Units occupied by single persons, even if not elderly or disabled, will be determined eligible in order to prevent displacement and met current definition of eligible applicants .

B. INCOME LIMITATIONS

The Section 8 office will admit families who are very low-income and low-income to a project(s) which initially became available for occupancy before October 1, 1981. There is no restriction on the admission of low-income families in this situation only.

Projects which became available for occupancy on or after October 1, 1981, will only have very low-income families admitted.

C. MANDATORY SOCIAL SECURITY NUMBERS

This section is applicable to Section 8 Moderate Rehabilitation.

D. OTHER CRITERIA FOR ADMISSION

This section is the same as the Voucher program with the following additions:

Families whose Total Tenant Payment, computed in accordance with Federal regulations, does not exceed the current Gross Rent for the Moderate Rehabilitation unit.

Families who have been evicted within the prior 3 years from Public Housing or by Section 8 owners for engaging in drug-related or criminal activities will be denied admission (including but not limited to Public Housing and housing subsidized under the Section 8 Certificate, Voucher or Moderate Rehabilitation programs).

All eviction cases involving criminal activity will be reviewed on a case by case basis.

E. SUITABILITY OF TENANT

Same as the Voucher.

5. APPLYING FOR ADMISSION

A. HOW TO APPLY

The application procedures for the waiting list are the procedures for the Section 8 Voucher waiting list. Applicants can also apply directly with the owner.

The Section 8 Program will inform families of all programs administered by the Section 8 Program.

Applicants will be invited in to obtain additional information and to indicate their interest. Eligible families will be advised that their interest or disinterest in Section 8 Moderate Rehabilitation will in no way affect their position on the waiting list for the Section 8 Voucher Housing Programs and vice -versa.

The Section 8 Program will refer eligible applicants from the appropriate-size Section 8 Waiting list to the owner. To assist in making waiting list referrals for vacant units, the Section 8 office will continually contact waiting list families in an attempt to pre-certify eligible families for current and up coming vacancies.

After thirty days following the notification by the owner to the Section 8 Program of the vacancy, or until all eligible families on the Section 8 waiting list who have indicated an interest in the Moderate Rehabilitation Program have been notified, whichever comes first, the owner may refer, advertise or solicit applications from Lower-Income or Very Low Income Families, whichever is applicable, and refer such families to the Section 8 Program for eligibility determination.

After an owner qualifies a family, the owner will refer the interested family to the Section 8 Program for eligibility determination.

B. OPENING/CLOSING OF APPLICATION TAKING

The Section 8 Program uses the same waiting list as Housing Vouchers for Moderate Rehabilitation.

The exception to the Voucher Administrative Plan is: The Owner's waiting list is still open .

Since the Section 8 Program has project(s) which initially became available for occupancy before October 1, 1981, the Section 8 Program will allow lower income families to complete an application for placement in units vacant 30 days or longer if they indicated an interest in the Moderate Rehabilitation Program.

Other procedures identified in the Section 8 Voucher Administrative Plan will be used.

C. PRE-APPLICATION PROCEDURE

Referrals from owners will not have an ARHA Section 8 preapplication completed unless they previously applied to the waiting list. A full application will be taken at the time the family is invited in for certification. **-D. NOTIFICATION OF FAMILY STATUS**

The notification of preliminary eligibility will utilize the same policies and procedures as identified for the Vouchers. A final determination will be made at the time a full application is taken.

E. COMPLETION OF A FULL APPLICATION

The Section 8 Program, not owners, is responsible for obtaining income, asset and allowance information, conducting verifications, and determining tenant eligibility or rent. Therefore, this section is the same as for Vouchers with these additions: During the first thirty days, all vacant units under HAP Contract must be rented to eligible families referred by the Section 8 Program. The owner must be willing to accept applicants from the waiting list to fill eligible vacant units when they meet the owner's selection criteria, in order to be eligible to continue the unit under the HAP Contract. After 30 vacancy days, families from the owner's waiting list will be referred to units.

Since the staff is continually involved with tenant outreach, a full application will be taken after an owner has qualified a family for a particular site.

F. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY

The same procedures will be used for Moderate Rehabilitation applicants as for Voucher applicants.

G. RESIDENCY PREFERENCE

The same procedures will be used for Moderate Rehabilitation applicants as for Voucher applicants.

6. ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

A. GENERAL POLICY

Same procedures will be used for Moderate Rehabilitation applicants.

B. APPLICATION POOL

Same procedures for Moderate Rehabilitation as for the Vouchers except for any references to portability, interchangeability, or family self-sufficiency, which are not applicable.

C. WAITING LIST PREFERENCES

There are no federal preferences, but a residency preference for waiting list families with an application date before January 1, 1999 will apply. For application on and after January 1, 1999, the local preference and residency will apply.

Same procedures for Moderate Rehabilitation as for Vouchers (except for any references to Family Self-Sufficiency or Rental Rehabilitation or targeted units) will be used.

D. RESIDENCY PREFERENCE ELIGIBILITY/ORDER OF SELECTION

The same procedures will be used for Moderate Rehabilitation applicants as for Voucher applicants.

When a Moderate Rehabilitation unit is available, it will be offered first to the waiting list applicant who indicated an interest in the Moderate Rehabilitation Program. Families who live or work in Alexandria will be given priority over other families on the waiting list.

If the Section 8 Program is unable to refer a sufficient number of interested applicants on the waiting list within thirty days of the owner's notification to the Section 8 Program of the vacancy and the Section 8 Program has referred all eligible families on the list to the vacancy, the owner may refer advertise or solicit applicants to the Section 8 office for application, verification, and eligibility determination. The owner may then use the owner's waiting list.

The Section 8 Program has up to thirty days in which to make referrals. If the Section 8 Program has exhausted its waiting list of persons who have indicated an interest in the Moderate Rehabilitation Program in a period less than thirty days, it will promptly notify the owner so the owner can begin its referral process.

E. REOPENING OF WAITING LIST FOR RESIDENCY PREFERENCE

The same procedures will be used for Moderate Rehabilitation applicants as for Voucher applicants.

F. MAINTAINING THE WAITING LIST

The same procedures will be used for Moderate Rehabilitation applicants as for Voucher applicants.

The Moderate Rehabilitation Program will use the Section 8 Waiting List, and the owner's waiting list. The Section 8 Program will not furnish a copy of the waiting list to the project owners, but will refer eligible applicants to the owners.

ARHA as the owner will maintain a list of interested families for future referral after 30 vacancy days.

The owner is not responsible for sending letters to families from the Section 8 waiting list.

G. UPDATING THE WAITING LIST

The same procedures will be used for Moderate Rehabilitation application as for Voucher applicants.

H. FINALIZING THE DETERMINATION

The same procedures will be used for Moderate Rehabilitation applicants as for Voucher applicants, with the following exception:

The Section 8 Program refers families on a timely basis to assist the Moderate Rehabilitation owner in filling vacancies.

To minimize delays in filling the vacancies, when the owner refers a family to the Section 8 Program, the Section 8 Program will schedule the family for a full application within 7 calendar days of the referral.

Documents brought in by the family will be used for determining eligibility and rent, with follow up of third party verification, to expedite processing of the family. An inspection will be scheduled within 14 calendar days of determining the owner's referral as eligible.

I. OFFER OF A MODERATE REHABILITATION UNIT

The information in the Voucher section of the Plan is not applicable.

If a family leasing under the Moderate Rehabilitation Program has a Voucher, the family will be required to sign a waiver stating they relinquish their Voucher and that they understand if they give up their Moderate Rehabilitation unit, they must reapply to the Section 8 waiting list if they desire further assistance.

When a Moderate Rehabilitation unit is offered to the family who is at the top of the waiting list, the Section 8 Program will:

Provide the applicants with information on the Program requirements;

Advise the family that the subsidy is tied to the unit and the family must occupy a unit rehabilitated under the program;

Inform the families of the owner's rights to reject an applicant for good cause; and

Advise the applicants that if the owner rejects them as a tenant and if the family believes the rejection was the result of unlawful discrimination, the family may request the assistance of the Section 8 Program in resolving the issue. If the issue cannot be resolved promptly, the family may file a complaint with HUD and the Section 8 Program may refer the family to the next available Moderate Rehabilitation unit.

All applicants must be selected for referral to owners according to the Section 8 Program's established selection criteria and residency preferences.

7. OCCUPANCY STANDARDS

A. QUALIFICATION FOR BEDROOM SIZE

The Occupancy section of each project's Management Plan determines bedroom size. The Section 8 office standard will be used if a Management Plan is not available.

The standard may allow for a single bedroom for head of household. If the owner is willing and the family agrees to move the head of household and one child into a one-bedroom unit, it will also be allowed.

B. WHEN CHANGES ARE TO BE MADE

See Addendum 2 Chapter 26 for Transfer of Policy for the Moderate Rehabilitation Plan.

C. UNIT SIZE SELECTED :

Not applicable.

**8. INCOME CONSIDERATIONS & DETERMINATION OF TOTAL
TENANT PAYMENT**

The Section 8 office, not owners, is responsible for obtaining income, asset and allowance information, conducting verification, and determining tenant eligibility or rent.

The requirements for determining income, assets, and allowances and deductions for eligibility and rent calculation purposes are the same as the old Certificate Program.

9. VERIFICATION PROCEDURES

The same procedures will be used for Moderate Rehabilitation families as for Voucher families.

10. BRIEFING OF FAMILIES AND ISSUANCE OF VOUCHERS

A. BRIEFINGS

A general briefing is done for all applicants after the full application has been completed and the family is determined eligible.

If a Voucher is waived for a Moderate Rehabilitation unit, the Section 8 Specialist will brief the applicant specifically on Moderate Rehabilitation assistance.

Purpose of the Briefing

The purpose of the briefing is to explain Moderate Rehabilitation Program requirements.

Briefing Attendance Requirement

Moderate Rehabilitation families are briefed separately from Voucher families.

All applicants who agree to accept a Moderate Rehabilitation unit from the vacancy list or who are referred by the owner to the Section 8 office and determined eligible, will receive a briefing.

Format of the Briefing

Since the family will not be actively searching for a unit, several items required for Vouchers packets do not have to be included.

A Moderate Rehabilitation briefing will include, according to 882.514(d):

- 1. Information as to the Total Tenant Payment;**
- 2. The Section 8 office's schedule of Allowances for Utilities and Other Services;**
- 3. Family and Owner responsibilities under the Lease and Contract;**
- 4. Significant aspects of The applicable State and local laws;**
- 5. Significant aspects of Federal, State, and local fair housing laws;**

6. The fact that the Subsidy is tied to the unit and the family must occupy a unit rehabilitated under the Program;
7. The family's option under the Program should the family be required to move due to an increase or decrease in family size; and
8. The advisability and availability of blood lead level screening for children under six years of age and HUD's requirement for inspection, testing, and in certain circumstances abating lead -based paint.
9. Statement of family responsibility correctly completed.

General Policies

A family participating in this Program has the following obligations:

The family receiving housing assistance under the Program must fulfill all of its obligations under the Lease and the Statement of Family Responsibility.

No family member must engage in drug-related criminal activity or violent activity as defined in this policy.

After the briefing, the Statement of Family Responsibility designating a specific Moderate Rehabilitation unit is issued to the family. This document is signed by both the family and the Section 8 office. The Statement of Family Responsibility is the binding contract between the Section 8 office and the family specifying the rights and responsibilities of each party.

This is a form provided by HUD.

Owner Referrals

Owners will refer applicant(s) to the Section 8 office from the owner's waiting list only when there have been no referrals within a 30 day period from the Section 8 office or 30 vacancy days have expired.

To minimize delays in filling units, when the MOD Project staff become aware of an actual or pending vacancy, the MOD Project staff will notify the Section 8 office, so as the Section 8 office can refer families for the actual or pending vacant unit.

The Section 8 office/Placement Officer will maintain a suspense file/list of two households per unit size at the applicable MOD Project, e.g., a MOD Project with 1, 2, 3 and 4 bedroom units will result in a total minimum of eight household's per unit in the Section 8 Placement Officer's

pending file for referral to the MOD Project. These pending/suspense household's will have had their eligibility pre-determined prior to being placed in a suspense status.

Unit inspection: Inspections are to be completed by contract inspectors .

B. SECURITY DEPOSIT REQUIREMENTS

Security deposits for applicants shall be equal to 30% of the adjusted income or the total tenant payment, as determined by the Section 8 Placement officer.

C. VOUCHER ISSUANCE

Not applicable.

D. HOUSING VOUCHER PROGRAM REGULATORY PORTABILITY:

Not applicable.

E. VOUCHER STATUTORY PORTABILITY

Not applicable.

F. SPECIAL PROCEDURES FOR PORTABILITY

Not applicable.

G. INTERCHANGEABILITY

Not applicable.

11. LOCATING SUITABLE HOUSING

A. RESPONSIBILITY FOR LOCATING HOUSING

This is not applicable.

B. ELIGIBLE TYPES OF HOUSING

This is not applicable.

C. REQUEST FOR LEASE APPROVAL AND LEASE

Substitute this language:

At the time of Request for Lease Approval submission, the owner will submit the proposed lease to the Section 8 office.

The unit must meet Housing Quality Standards prior to contract approval.

After the unit passes inspection, the Section 8 contract Inspector will notify the appropriate Section 8 Placement Officer, who will then notify the owner and family. The owner and family will execute a Lease and the Section 8 office will supply a completed MOD Addendum for completion by the family and owner. The Moderate Rehabilitation Addendum to Lease will be attached to the owner's lease.

Families will be allowed to move into the Moderate Rehabilitation unit with assistance anytime during the month, after approval by the Section 8 Placement Officer and execution of the lease.

12. HOUSING QUALITY STANDARDS AND INSPECTIONS

A. GENERAL PURPOSE

Same as the Voucher.

B. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS

Same as Vouchers with the following addition:

Caulking and weatherstripping are required as energy-conserving improvements.

C. RENT REASONABLENESS TEST

For across the board annual rent increases, if prior gross rent on the unit exceeds the FMR, the Section 8 office must perform a comparison of the rent to the rent of the comparable unassisted unit. Section 8 Placement Officer will complete a rent reasonableness request form. It will be completed within 14 days.

D. CLEARING DEFICIENCIES

If the Section 8 office determines the unit does not meet HQS, the family and owner will be notified and given thirty days to correct the deficiencies.

Extensions will be given because of weather considerations or other external factors beyond the owner's control.

HQS deficiencies which cause a unit to fail must be corrected by the owner, within the time frame specified by the inspector, except in situation where:

- a) The tenant is responsible for paying the utilities;
- b) The tenant is responsible for appliances supplied in the lease; and
- c) Any damage beyond normal wear and tear.

The tenant will be also responsible to correct deficiencies within the time frame specified by the inspector.

The Section 8 office may terminate assistance when a tenant is evicted by the landlord for repeated housekeeping violations.

LEAD-BASED PAINT REQUIREMENTS

Same as the Voucher

E. OTHER CONDITIONS

If the owner and/or family does not correct the deficiencies and maintain the unit in accordance with HQS as required by the HAP Contract, the Section 8 office may exercise any of its rights or remedies under the HAP Contract, including:

Abatement of Housing Assistance Payments (even if the family continues in occupancy);

Termination of the Contract on the affected unit(s) and assist the family under a converted Moderate Rehabilitation "Certificate".

If the family is responsible for repairs, e.g. a) the tenant is responsible for paying the utilities; b) the tenant is responsible for appliances supplied in the lease; and c) any damage beyond normal wear and tear, and they are not completed within the specified time frame, the family's assistance to that unit will be terminated. This will not affect the Moderate Rehabilitation Contract.

During the abatement period, that family will only be held responsible for their portion of the Contract Rent contained in the lease.

If an owner evicts an assisted family in violation of the Lease, the Contract for THAT unit is terminated.

Criteria to be used in terminating the HAP Contract include:

- a. Whether there are serious problems in major systems of the building or components; where there is no plan submitted and agreed to by the Section 8 office, within thirty days; or**
- b. Whether the abatement has continued throughout a sixty-day period, including items identified in a. above.**

The termination of the affected unit(s) does not automatically terminate the entire Contract. The number of eligible units for that owner is simply reduced unless the affected unit(s) constitutes the entire Contract.

The family's right to rental assistance is protected even if the HAP Contract is terminated for the unit (or for the entire Contract, if applicable).

The family may elect to stay in the unit and pay market rent; however, their rental assistance

will terminate since the unit does not meet HQS and was removed as an assisted unit under the Contract.

If the family was not at fault and eligible for continued assistance, the family may continue to receive housing assistance through the conversion of the Moderate Rehabilitation allocation to an Existing Housing unit. The family will be treated as any certified family and issued a Certificate of Family Participation. The family must use their Certificate in a non-Moderate Rehabilitation project, and the certificate cannot be used with portability.

The unit will then be considered an Existing Housing unit and all requirements will be applicable except that the term of the Certificate HAP Contract may not extend beyond the terms of the initial Moderate Rehabilitation contract.

The Section 8 office will continue to count the unit as a Moderate Rehabilitation unit. The unit will remain under the Moderate Rehabilitation ACC, which provides for such a conversion of units(s); no amendment to the ACC is necessary to convert to Existing Housing units.

After the family leaves the Program, the converted Moderate Rehabilitation "Certificate" will be reissued to another family on the Section 8 waiting list.

**13. LEASE APPROVAL AND VOUCHER HAP CONTRACT
EXECUTION**

A. DOCUMENTS SUBMITTED

Substitute this language:

The Request for Lease Approval, Lease, and Lease Addendum are submitted.

B. FAIR MARKET RENT LIMITATIONS

This is not applicable, since the owner's rent has been pre-approved by the Section 8 office.

C. RENT REASONABLENESS DETERMINATION FOR CERTIFICATES

This is not applicable, at lease approval. It is only done at certain times for the annual across the board rent increase.

D. RENT REASONABLENESS DETERMINATION FOR VOUCHERS

This is not applicable.

E. SEPARATE AGREEMENTS

This is not applicable.

F. LEASE APPROVAL/DISAPPROVAL

Substitute this language:

If the Section 8 office determines that the lease cannot be approved, the owner and the family will be notified and the reasons explained.

The Section 8 office will explain the problems to the owner and suggest how they may be corrected by a specific date. This period will generally be within fourteen calendar days (this does not include HQS approval or disapproval, which will only be done after the owner is given a reasonable period to make the repairs).

G. HAP CONTRACT EXECUTION

This is not applicable since the HAP Contract is signed prior to initial lease up of the project.

**14. OWNER PAYMENT FOR THE MODERATE
REHABILITATION PROGRAM**

A. FINANCIAL PAYMENTS

The same procedures will be used for Moderate Rehabilitation families as for Voucher families.

B. OWNER PAYMENT IN THE CERTIFICATE PROGRAM

The same procedures will be used for Moderate Rehabilitation families as for Certificate families.

C. OWNER PAYMENT IN THE VOUCHER PROGRAM

This is not applicable.

D. MAKING PAYMENT TO OWNERS

Substitute this language for the first paragraph:

Once the Lease and Addendum to Lease are approved by the Section 8 office and executed, the Section 8 office begins processing payments to the owner.

The Section 8 office will ensure the consistent transmittal of information regarding new HAP Contracts to the financial staff. The effective date and the amount of the HAP payment is communicated in written form to the Section 8 office Financial Staff.

Owners will be encouraged to transfer tenants on the first of the month to alleviate proration problems.

If the owner makes a transfer midmonth, the owner will be entitled to a prorated Housing Assistance Payment for the month the family is in residence in either unit. The owner may claim vacancy loss if the unit the family moved from remains vacant for the following month, no vacancy payment will be made for units used for in house transfers.

15. UTILITIES

A. UTILITY ALLOWANCE

The utility allowance will be the same allowance schedule as those used for the Section 8 Existing Housing Program, which is reviewed annually. Separate utility allowances will not be established for units located in buildings containing twenty (20) or more units.

Any adjustments to the allowance must be implemented no later than at the family's next reexamination.

An changes in utilities will require the owner to provide the family with 30 day notice. The contract rent will decrease in the same amount.

B. UTILITY REIMBURSEMENT PAYMENTS

The same procedures will be used for Moderate Rehabilitation families as for Voucher families.

16. ANNUAL ACTIVITIES

A. ANNUAL RECERTIFICATION OF FAMILIES

Same as Vouchers except for the following:

Since the Section 8 office establishes the Tenant Rent, the family and owner agency will be sent a Contract and Lease Agreement Amendment. The family will be encouraged but not required to sign the Contract and Lease Agreement Amendment and payment will not be withheld if the family signatures are not obtained. If there are problems with either the tenant and owner regarding receipt of Contract and Lease Agreement Amendment, signatures may be required.

B. ANNUAL INSPECTION

Substitute:

Annually, the unit must be inspected and must meet Housing Quality Standards. If the Section 8 office determines the unit does not meet HQS, the family and owner will be notified.

If the owner and/or the family does not correct the deficiencies and maintain the unit in accordance with HQS as required by the HAP Contract, the Section 8 office may exercise any of its rights or remedies under the HAP Contract references in Section 12.D., Clearing Deficiencies.

C. CONTRACT RENEWAL AND RENT INCREASES BY THE OWNER

Substitute:

ARHA will follow the guidelines set forth in PIH notice 98-62 and 99-22 governing the renewal of Moderate Rehabilitation Housing Assistance Payments (HAP) Contracts.

These guide lines allow the Housing Authority to either renew the Moderate Rehabilitation HAP contract or terminate the HAP contract. For fiscal year 2000 and 2001 ARHA has elected to renew the HAP contract for the Hopkins Tancil Moderate Rehabilitaion development.

AHRA will use the following guide lines for renewing the HAP contract:

Renewal Rent Levels:

Rents will be set at levels equal to the lesser of:

1. existing contract rents, adjusted by an OCAF;
 2. existing FMRs(less any amounts allowed for tenant purchased utilities);
- or
3. comparable markets rents of the market area.

In determining the correct rent level, rents must be reviewed by the PHA on a unit size-by-unit size basis. If the HAP contract consists of units of the same size with different contract rents, the PHA must review those rents separately to determine the correct renewal rent amount. These new rent levels represent the new contract rent amounts at which the contract will be renewed.

Determining Comparable Market rents:

In order to determine the appropriate renewal rent level, the law requires the PHA determine the comparability. Comparability is determined by comparing the rents charged for similar unassisted units with rents charged for units assisted under the MOD Rehab program. these can be conducted either by telephone surveys, site visits, or more extensive market surveys of available rental units. They survey must include the information listed below on the comparable unit being surveyed to serve as the basis for comparison. In the case of apartment complexes, only one unit of each size and type needs to be examined for survey purposes.

Items to be considered:

Location

Unit Size

Unit Type

Quality and Condition

Accessibility or person with disabilities

Amenities

Facilities

Management and Maintenance Services Provided

Age

Market rent information(obtained from the city, real estate agents, or classified

General Renewal Procedures:

Contracts will be renewed with HUD for an additional 12 months. The Mod Rehab HAP contract must be made effective the first day after the original or renewal Mod rehab contract expiration date.

Assisted families occupying the units covered by the renewed Mod Rehab contract are not entitled to rental vouchers, and must continue to occupy their current Mod Rehab

unit or lose their federal rental assistance.

An owner whose HAP contract is renewed for one year may not terminate the tenancy of any Mod Rehab Tenant on the basis the current dwelling lease has expired. The owner may terminate the lease of a Mod Rehab tenant, either at the time of renewal or anytime during the one-year renewal period, only for serious or repeated violation of the lease, violation of applicable federal, state, or local laws, or other good cause.

17. INTERIM RECERTIFICATION

A. REQUIRED CHANGES TO REPORT

Moderate Rehabilitation program is treated like the Voucher Program.

B. FORMS USED FOR INTERIMS

Same as Vouchers except:

Since the Section 8 office establishes the Tenant Rent, the family and owner will be sent an amendment. Family signature will be encouraged but payment will not be withheld if the family signatures are not obtained. If there are repeated problems with either the owner or family stating they did not receive an amendment, signatures may be required.

C. TIMELY REPORTING

Same as Vouchers with the following substitution:

Changes in Family Composition:

All changes in family composition must be reported within 14 calendar days of its occurrence. All changes in family composition must be preapproved by the Section 8 Placement Officer. Changes that cause overcrowding of the units, unless they are due to marriage, birth or adoption, will not be approved.

If the change in family composition requires a family move to another unit, see Chapter 19, Termination and Family Moves, of this Moderate Rehabilitation Addendum.

18. HOUSING QUALITY STANDARDS COMPLAINTS

A. GENERAL PURPOSE

Same as the Vouchers.

B. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO HQS

Same as Vouchers with the following addition:

Caulking and weatherstripping are required as energy-conserving improvements.

C. RENT REASONABLENESS TEST

There may be a rent reasonableness test if the contract rent increase procedures require it.

D. CLEARING DEFICIENCIES

If the Section 8 office determines the unit does not meet HQS, the family and owner will be notified and given thirty days to correct the deficiencies.

Extensions will be given because of weather considerations or other external factors beyond the owner's control.

HQS deficiencies which cause a unit to fail must be corrected by the owner, within the time frame specified by the inspector.

- a) The tenant is responsible for paying the utilities;**
- b) The tenant is responsible for appliances supplied in the lease; and**
- c) Any damage beyond normal wear and tear.**

The tenant will be also responsible to correct deficiencies within the time frame specified by the inspector.

The Section 8 office may terminate assistance when a tenant is evicted by the landlord for repeated housekeeping violations

LEAD-BASED PAINT REQUIREMENTS

Same as Vouchers

If the owner and/or family does not correct the deficiencies and maintain the unit in accordance with HQS as required by the HAP Contract, the Section 8 office may exercise any of its rights or remedies under the HAP Contract, including:

Abatement of Housing Assistance Payments (even if the family continues in occupancy);

Termination of the Contract on the affected unit(s) and assist the family under a converted Moderate Rehabilitation "Certificate".

If the family is responsible for repairs, e.g. a) the tenant is responsible for paying the utilities; b) the tenant is responsible for appliances supplied in the lease; and c) any damage beyond normal wear and tear, and they are not completed within the specified time frame, the family's assistance to that unit will be terminated. This will not affect the Moderate Rehabilitation Contract.

During the abatement period, that family will only be held responsible for their portion of the Contract Rent contained in the lease.

If an owner evicts an assisted family in violation of the Lease, the Contract for THAT unit is terminated.

Criteria to be used in terminating the HAP Contract include:

- a. Whether there are serious problems in major systems of the building or components where there is no plan submitted and agreed to by the Section 8 office, within thirty days; or**
- b. Whether the abatement has continued throughout a sixty-day period, including items identified in a. above.**

The termination of the affected unit(s) does not automatically terminate the entire Contract. The number of eligible units for that owner is simply reduced unless the affected unit(s) constitutes the entire Contract.

The family's right to rental assistance is protected even if the HAP Contract is terminated for the unit (or for the entire Contract, if applicable).

The family may elect to stay in the unit and pay market rent; however, their rental assistance will terminate since the unit does not meet HQS and was removed as an assisted unit under the Contract.

If the family was not at fault and eligible for continued assistance, the family may continue to receive housing assistance through the conversion of the Moderate Rehabilitation allocation to

an Existing Housing unit. The family will be treated as any certified family and issued a Certificate of Family Participation. The family must use their Certificate in a non-Moderate Rehabilitation project. The certificate is not allowed under portability.

The unit will then be considered an Existing Housing unit and all requirements will be applicable except that the term of the Certificate HAP Contract may not extend beyond the terms of the initial Moderate Rehabilitation contract.

The Section 8 office will continue to count the unit as a Moderate Rehabilitation unit. The unit will remain under the Moderate Rehabilitation ACC, which provides for such a conversion of units(s); no amendment to the ACC is necessary to convert to Existing Housing units.

After the family leaves the Program, the converted Moderate Rehabilitation "Certificate" will be reissued to another family on the Section 8 Voucher waiting list.

19. TERMINATION AND FAMILY MOVES

A. FAMILY MOVES

The family's rental assistance is tied to their unit. If the family decides to move from the unit, rental assistance will be terminated.

Exception Authority:

If the Section 8 office determines that a Contract unit is not decent, safe, and sanitary by reason of increase in family size, or that a Contract unit is larger than the appropriate size of the family in occupancy, housing assistance payments with respect to the unit will not be abated if management makes every effort to remedy.

However, the owner must offer the family a suitable alternative unit should one be available, and the family will be required to move. Failure by management to move family to an appropriate size unit may result in lowering of the contract rent.

If the owner or other Mod Rehab properties do not have a suitable available unit, the Section 8 office may assist the family in locating housing in the locality. The family will be required to move when the family composition no longer fits the unit.

In no case will a family be forced to move without adequate notice nor will housing assistance payments under the Contract be terminated unless the family rejects, without good reason, the offer of a unit which the Section 8 office judges to be acceptable.

In order to assist the family in locating a suitable unit, if unit is a suitable available in the project where the family currently resides, the Section 8 office will use the transfer procedures in Section 26.

B. REMAINING MEMBER OF TENANT FAMILY

The remaining member of the tenant family is the member(s) left in the unit who will be the family member(s) who retains the assistance.

C. VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS

The remaining member of the tenant family is the member(s) left in the unit will be the family member(s) who retains the assistance.

D. EVICTIONS

All evictions must be carried out through judicial process under State and local law. "Eviction" means the dispossession of the family from the dwelling unit pursuant to State or local court action.

The owner must not terminate or refuse to renew the lease except upon the following grounds:

Serious or repeated violation of the terms and conditions of the lease;

Violation of applicable Federal, State or local law; or

Other good cause.

Owner must send a copy of all notices to the Section 8 office immediately.

E. OWNER NOTICE TO TERMINATE TENANCY

The owner must serve a written notice of termination of tenancy on the family which states the date the tenancy shall terminate. Such date must be in accordance with the following:

When termination is based on failure to pay rent, the date of termination must be not less than five working days after the family's receipt of the notice. A Notice of Termination which is issued pursuant to State or local law or is common practice in the locality and which satisfies the content requirements, may be substituted for, or run concurrently with, this Notice.

When termination is based on serious or repeated violation of the terms and conditions of the lease or on violation of applicable Federal, State or local law, the date of termination must be in accordance with State and local law.

When termination is based on other good cause, the date of termination must be no earlier than thirty days after the Notice is served on the family.

The Notice of Termination must:

State the reasons for such termination with enough specificity to enable the family to prepare a defense;

Advise the family that if a judicial proceeding for eviction is instituted, the tenant may present a defense in that proceeding, and be served on the family by sending a prepaid first class, properly addressed letter (return receipt requested) to the tenant at the dwelling unit, or by delivering a copy of the Notice to the dwelling unit.

F. FAMILY MISREPRESENTATION

Same as Vouchers. (See Addendum 1 to Administrative Plan.)

G. OWNER MISREPRESENTATION

The Section 8 office will review the situation and determine whether a violation of the HAP Contract occurred. The Section 8 office will determine whether the Contract should be terminated. The Section 8 office will notify HUD of its determination and the suggested remedies . At the direction of HUD, the Section 8 Office will take appropriate action. (See Addendum 1 to Administrative Plan).

H. CHANGE IN OWNERSHIP

Same as Vouchers.

An owner may pledge, or offer as security for any loan or obligation, an Agreement or Contract entered into pursuant to this Program, provided that

- 1. Such security is in connection with a unit(s) rehabilitated pursuant to this Program; and**
- 2. The terms of the financing or any refinancing must be approved by the Section 8 office in accordance with standards provided by HUD. Any pledge of the Agreement or Contract, or payments thereunder, will be limited to the amounts payable under the Contract in accordance with its terms.**

I. REDUCTION IN UNITS

All assisted units must be initially leased to eligible families. Owners who lease to ineligible families are in violation of their HAP Contract. The Section 8 office may exercise all available remedies including:

Reduction of the number of units under the Contract; and

Suspension or debarment of the owner from participation in HUD programs.

The Section 8 office may reduce the number of units under the Contract, if anytime beginning six months after the effective date of the Contract the owner fails to have at least 90% of the assisted units leased or available for leasing for a period of six continuous months.

Restoring Moderate Rehabilitation Units

The Section 8 office may agree to restore units to a Contract if:

A demand for assisted units exists as determined by the Section 8 office.

The owner's compliance record has been otherwise good; and

Contract authority is available.

The units to be restored will be the units originally identified in the HAP Contract in Exhibit A.

For HAP Contracts with only one single-family unit, the Section 8 office will elect not to reduce the unit under Contract, according to this section. The family will pay market rent while in residence. Upon move-out, the owner will notify the Section 8 office of the vacancy and request additional families to be referred.

EXPIRING MODERATE REHABILITATION CONTRACTS

Any Mod Rehab contract which is expiring must notify HUD, their tenant(s), and the Section 8 office in writing at least six months prior to the expiration of their contract. The Mod Rehab owner must make their intent known whether they choose to renew the contract in the Section 8 program, or whether they will honor the expiration date. Once the contract expiration date is reached, no further housing assistance may be made by the Section 8 office. If HUD has funds available for that fiscal year, the eligible families may be issued Section 8 assistance for use in the certificate or voucher program (which ever is made available). ARHA has requested a one year extension effective October 1, 2000.

The Section 8 office may reduce the number of units covered by the Contract by the actual number leased plus 10% (rounded up) with a thirty -day notice.

With the owner's permission, the Section 8 office may terminate the Contract only if:

The owner has only one unit under Contract; and

The unit is occupied by an ineligible tenant for at least one year.

20. DENIAL OR TERMINATION OF ASSISTANCE

A. GENERAL POLICY

Substitute this language:

The Section 8 office may terminate the family's assistance if:

The family has violated any of its obligations under the Lease or Statement of Family Responsibility; and/or

Any family member has engaged in drug-related criminal activities or violent criminal activities, and alcohol abuse activities as defined in Chapter 20 of the Administrative Plan.

In accordance with 24 CFR 882.413, the Section 8 office is not required to assist families who:

- 1. Do not fulfill all of its obligations under the Lease**
- 2. Do not fulfill all of its obligations under the Statement of Family Responsibility. These obligations include:**
 - a. Providing information and records as may be required in the administration of the program;**
 - b. Permitting inspection of its dwelling unit at reasonable times after reasonable written notice;**
 - c. Giving at least thirty days' notice to the Section 8 office of the family's intention to vacate the unit;**
 - d. Cooperating with the Section 8 office in finding another unit where the family is no longer eligible for the Contract unit it occupies because of a change in family size;**
 - e. Not assigning the lease or subleasing the premises, and;**
 - f. Not providing accommodations for boarders or lodgers. Only allowing members listed in Item I on the Statement of Family Responsibility and children born to or adopted by one of these family members are entitled to housing assistance under this program. Any other increases in the family size must be approved by the Section 8 office in advance. The family agrees that any persons who move in without permission may be**

required to leave the unit if the Section 8 office determines that the unit has become overcrowded.

- 3. Engaged in drug-related criminal activity or violent criminal activity, or alcohol abuse activities including any such previously mentioned prohibited activity by any family member. (See definition in Chapter 20 of the Administrative Plan.)**
- 4. Vacated a unit in violation of the lease term causing the Section 8 office to be liable for vacancy payments or if the family vacated a unit while owing rent or other amounts due under the lease, the family may not receive assistance unless the family satisfies these liabilities.**

Criteria for denial of rental assistance are the same as for the Vouchers Programs except the family would be denied the issuance of a Statement of Family Responsibility, not a Voucher. Rental assistance is provided only when an eligible family moves into a rehabilitated unit under HAP Contract.

B. ZERO (\$0) ASSISTANCE TENANTS

A family who has not received housing assistance (\$0 HAP) for one year will not be terminated by the Section 8 office. The one year limitation does not apply. The family may remain in the unit and pay market rent. Since the unit remains under contract during this period, all responsibilities of owner and family required for this Plan are in effect.

The Section 8 office will resume rental assistance if at any time the family notifies the Section 8 office that their situation has changed and they are again eligible to receive rental assistance and the HAP Contract is still in effect.

21. MOVE-OUT INSPECTIONS

Same as for the Certificate contracts executed before October 2, 1995.

22. OWNER CLAIMS

Same as Certificate Program contracts executed before October 2, 1995 with this exception:

Owners of Moderate Rehabilitation units will be paid 80% of one month's Contract Rent as vacancy loss if the owner claims vacancy loss, even if the tenant has not given proper notice.

No vacancy loss will be paid for units used for in-house transfers.

23. REPAYMENT AGREEMENTS

The repayment agreements will follow applicable rules an the most recent approved Administrative Plan :

Owners of Moderate Rehabilitation units will be paid 80% of one month's Contract Rent as vacancy loss if the owner claims vacancy loss from the Section 8 office, even if the tenant has not given proper notice. If the tenant gave proper notice, the tenant will not be held responsible for payment.

No vacancy loss will be paid for units used for in-house transfer.

24. COMPLAINTS AND APPEALS

Same as Voucher Program.

25. MISSED APPOINTMENTS

Same as Voucher Program

26. TRANSFER POLICY

Substitute:

Transfers have priority over all other moves. Families requiring a move from one property to another will be listed on the Moderate Rehabilitation Transfer List by date of request for the transfer, after written notice is received by the Section 8 office.

The family will be listed as a transfer, including the date of request and bedroom size.

If the transfer needs of a family on the Transfer List change due to factors within the family, they will be put on the appropriate Transfer List by the new date of the change.

Transfers resulting from acts of God, disasters, or emergencies (i.e., fire or flood) resulting in uninhabitable units, will be given priority over all other transfers or moves.

Families currently receiving assistance under the Moderate Rehabilitation Program are eligible for an in-house transfer when the following criteria have been met:

- a. Family's eligible bedroom size (same as Voucher Program) has changed due to an increase or decrease in the family due to marriage, birth, adoption, move-out of an existing family member, or death of a family member, and family member is required to move to correct violations in HUD's HQS Occupancy Standards and/or Voucher eligibility requirements, or a family who requires a different unit for medical reasons, verified by a medical doctor, according to the ARHA's Plan regarding Transfers; and**
- b. A Moderate Rehabilitation unit of the proper bedroom size is not available or is not expected to be available or is not expected to be available for the family within their current project within ninety (90) days. The family will never be forced to move, nor will housing assistance under the Contract be terminated, unless the family rejects the offer of a another Hopkins Tancil Moderate Rehabilitation unit which the Section 8 office judges acceptable.**

All request for transfer under reasonable accommodate will be handled on case by case basis. ARHA will follow all applicable Fair Housing, federal and/or state or local regulations as well as any ARHA's procedures in the plan or the ARHA Admissions and Continued Occupancy Plan.

- c. Reasonable accommodation for disabled residents. Request must include statement from doctor specifying necessary accommodations. Request must be made on ARHA forms and the resident or family member of the household must be disabled.**

27. MONITORING PROGRAM PERFORMANCE

Same as Voucher Program.

28. PAYMENT STANDARDS FOR THE VOUCHER PROGRAM

This is not applicable.

29. OPERATING RESERVE

Same as for Vouchers.

ADDENDUM 3

CONTRACT ADMINISTRATION MONITORING AND REVIEW

TABLE OF CONTENTS

| | | |
|--------------|---|--------------|
| I. | PURPOSE | AD3-1 |
| II. | LEGAL AND REGULATORY AUTHORITY | AD3-1 |
| III. | OBJECTIVES | AD3-2 |
| IV. | CONTRACT TERMS | AD3-2 |
| V. | LEASE AGREEMENTS AND CONTRACT TERMS | AD3-3 |
| | Special Adjustments to Contract Rents | AD3-3 |
| | Procedures for Appealing Section 8 Rent Adjustments | AD3-3 |
| | Owner Appeal Procedures | AD3-3 |
| | Initial Appeal to Section 8 office | AD3-4 |
| | Final Appeal | AD3-4 |
| | Procedures for Determining Special Additional Adjustment | |
| | Rent Increases for Insurance Costs | AD3-5 |
| VI. | UTILITIES | AD3-6 |
| VII. | CONTRACT AMENDMENTS | AD3-7 |
| VIII. | DEFAULT OF SECTION CONTRACT TERMS | AD3-7 |
| | Corrective Actions | AD3-7 |
| | Administrative Actions | AD3-7 |
| | Actions by Court Order | AD3-8 |
| IX. | SECTION 8 UTILIZATION | AD3-8 |
| | Report on Section 8 Program Utilization | AD3-8 |
| X. | REPAYMENT OF UNAUTHORIZED ASSISTANCE | AD3-8 |

| | | |
|-------------|--|---------------|
| XI. | VOUCHER REVIEWS | AD3-9 |
| | Limited Review | AD3-10 |
| | Full Review | AD3-10 |
| XII. | PROJECT MONITORING | AD3-11 |
| | General Responsibilities of Section 8 office and Owners | AD3-12 |
| | Onsite Reviews | AD3-14 |
| | Management Reviews | AD3-14 |
| | Physical Inspections | AD3-15 |
| | Unit Inspections | AD3-15 |
| | Remote Monitoring | AD3-17 |
| XII. | INFORMAL MEETINGS | AD3-18 |
| XIV. | MONTHLY STATISTICAL REPORTS | |

ADDENDUM 3

CONTRACT ADMINISTRATION MONITORING AND REVIEW

I. PURPOSE

The purpose of this Administrative Plan is to set forth administrative requirements which subsidy contract administrators must follow. The Arlington County Section 8 office acts as Contract Administrator for two projects, Section 8 New Construction and Substantial Rehabilitation.

These two projects are:

Colonial Village West (CVW) (VA39-0012-003)

Summer Hill (SH) (VA39-0008-004)

The HUD Handbook 4350.5 (3/92) outlines the guidance and procedures used in both of these programs for contract administration. These instructions must be used in conjunction with other HUD Handbooks such as 4350.1 and 4350.3-Occupancy Requirements and 4370.1, REV-1-Financial Reports, contract documents, and applicable regulations including but not limited to, 24 CFR Parts 215, 219, and 236 (Subparts C and D).

The Contract Administrator takes over the role of HUD and contracts with HUD, in the form of the Annual Contributions Contract, and with the owner, in the form of the Housing Assistance Payments.

II. LEGAL AND REGULATORY AUTHORITY

The Section 8 office must assure, in conjunction with the appropriate authorities in the HUD field office, that the project owners meet the applicable program requirements of:

- A. 24 CFR 880 Section 8 Housing Assistance Payments for the New Construction Program.**
- B. 24 CFR 881 Section 8 Housing Assistance Payments for Substantial Rehabilitation.**
- C. 24 CFR Part 35 Lead Based Paint Poisoning Prevention.**

- D. The Fair Housing Amendments Act of 1988, Title VI of the Civil Rights Act of 1964; and Executive Order 11063 (protects the rights of applicants and tenants in federally assisted projects.)**
- E. Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on basis of handicap).**
- F. 24 CFR Part 5, Restrictions On Assistance to Non-citizens.**

The local HUD field office is required to monitor the Section 8 office to measure its performance and compliance.

III. OBJECTIVES

The objectives of monitoring the performance of project owners is to ensure that:

- A. The Section 8 office and project owner are complying with applicable laws, regulations, contracts, and other legal agreements between HUD and Arlington County, as well as between the projects owners and Arlington County, related to the administration of the program.**
- B. The Section 8 office is providing technical assistance and appropriate supervision to owners and management companies in the operation of a HUD assisted project.**
- C. The owner is providing decent, safe and sanitary housing to the assisted tenants.**
- D. The Section 8 office is taking the necessary steps to prevent the opportunity for fraud, waste and mismanagement in the operation of the project.**

IV. CONTRACT TERMS

The terms for both HAP contracts (New Construction and Substantial Rehabilitation projects) is twenty years. Both projects have 24 CFR 811 HUD Insured financing pursuant to Section 221 d 3. Summer Hill has a contract effective date of August 27, 1981. Colonial Village West has a contract effective date of September 30, 1982.

V. LEASE AGREEMENTS AND CONTRACT RENTS

General: The lease agreement must reflect language outlined in HUD Handbook 4350.3 Occupancy Requirements.

Section 8 rents are determined by applying an annual adjustment factor (AAF) in effect, and multiplying the increase based on the existing contract rent. The adjustments in rents using the AAF must be on the anniversary date of the HAP contract. Methods of computation may vary with changes in HUD notices.

Special Adjustments to Contract Rents

General: The project owner may request a special additional adjustment to the contract rents determined by the annual adjustment factor to cover increases for any substantial increases in property taxes, utility rates, and hazard or similar cost, such as liability insurance.

To be considered for a special adjustment in contract rents established by the AAF to cover increases in property taxes, utility rates, hazard and liability insurance premiums, the owner must submit to the Section 8 office sufficient supporting data and financial data to support the special adjustment in the rents. Rent increases resulting from a special adjustment should be processed and approved or disapproved by the Section 8 office within 30 to 45 days of receipt of the request and submission of all required data.

Procedures for Appealing Section 8 Rent Adjustments

General: These procedures apply to AAFs or Special Adjustments of Section 8 rents or utility allowances made according to 24 CFR 880, 881, 883, 884 and 888.

Owner Appeal Procedures

There are only two levels of appeal. The first level of appeal is to the Section 8 office which issued the contested decision. This appeal to the Section 8 office is at least one administrative level above the level which made the final decision on the owner's original submission. In Arlington County, this would be the Director of Economic Independence and Assistance Division (EIAD). The final level of appeal is to the Director, Regional Office of Housing, for the Region III area.

Owners are permitted to delay implementation of rent changes while the Section 8 office is processing the appeal. Rents resulting from the appeal will be implemented as of the effective dates specified in the Section 8 office's original decision letter. Rent increases are either effective on the anniversary date of the HAP Contract, which is recognized as the first day of the month which begins one month after the date of the original decision letter, but no earlier than the anniversary of the HAP contract.

Initial Appeal to Section 8 office

The appeal must be in writing and postmarked within 30 days of the date of the rent adjustment decision letter. The appeal package must contain:

- **a letter explaining why the owner disagrees with the new rents**
- **the rents being sought in the appeal**
- **all documents contained in the initial submission.**

Final Appeal

If the owner does not agree with the initial appeal decision, the owner may submit a final appeal to the Director, Regional Office of Housing for Region III. The owner may, but is not required to, implement the rent adjustments while the final appeal is being processed. When a decision on the appeal is made, the owner must make the rents resulting from the appeal effective as of the dates specified in the original decision letter. The final appeal must be in writing and postmarked within 30 days of the date of the letter issuing the results of the initial appeal decision letter. The project owner must submit to the Director, Regional Office of Housing, Region III, the following data:

- **A copy of the original decision letter, accompanied by any supporting documentation sent with the original request for a rent increase, including a budget, utility information or other documents appropriate to the specific type of project.**
- **All data submitted with the initial appeal.**
- **Copies of all correspondence with the Section 8 office on the initial appeal.**
- **A cover letter explaining why the owner disagrees with the decision of the initial appeal. A copy of this letter must be sent to the Section 8 office.**

The Regional Office of Housing should process the appeal within 30 to 45 days. The project owner may, but is not required to, implement the approved rent adjustments while the final appeal is being processed. The owner may request a meeting with the Regional Director of Housing, but such a meeting must be requested and completed during the 30 to 45 day final appeal period. There are no further appeals after the decision has been rendered by the Regional Director of Housing.

Procedures for Determining Special Additional Adjustment Rent Increases for Insurance Costs

Insurance rates are cyclical and eventually return to a more acceptable rate. The Section 8 office will notify owners and they must agree in writing prior to HUD's approval of the special adjustment, that in instances where special additional adjustment increases are/were approved to compensate for abnormally high insurance rates, the Section 8 office will adjust the contract rents before applying the annual factor (AAF) if the project no longer needs the special increases to pay the insurance premiums.

Project owner must begin to determine the cost and availability of insurance at least six months prior to policy expiration. If insurance premiums are increased on very short notice, the Section 8 office may release funds from the Residual Receipts Funds or the Reserve for Replacement Fund to cover the monthly premium increase until a rental increase can be processed and approved.

Prior to the approval of the special adjustment rent increases for hazard and liability insurance premiums, the project owner shall certify:

- as to whether an identify of interest exists or does not exist between the owner or management agent and the insurance supplier.**
- if so, that the owner shopped for bids to obtain the most cost effective insurance coverage**
- that the project owner has shopped for better prices for equivalent insurance coverage.**

Formulas to determine the amount in increase in premiums are identified in 4350.5, Chapter 6 Section 3. These will be followed to make the necessary determinations and assessing the special adjustment amounts.

VI. UTILITIES

Each rent increase request must include an analysis of utility consumption and a recommendation for a utility allowance for each unit type caused by an increase in utility rates to the tenant. In addition, the owner must request approval of revised utility allowances whenever a utility rate change would cause a cumulative increase of 10% or more in the most recently approved utility allowance.

Owners must recommend additional utility allowances if the project design is such that utility costs will vary significantly. This is when the same units costs is higher because of location (e.g. end units and interior units).

The owner must also submit with his request for an increase or decrease in utilities, a summary supporting the proposed change to utility allowances. This summaries should include:

- **the identity of the type of utilities covered (e.g. gas for heating)**
- **state whether any utility rate increases or decreases were implemented during the past 12 months, or expected to be implemented, and the amount of the decreases or increases.**
- **state if any energy conservation initiatives will have any impact on consumption.**

VII. CONTRACT AMENDMENTS

Amendments to the Section 8 HAP contract annual commitment are allowed for the purpose of covering increased contract rents resulting from increased costs and/or decreases in family incomes. In order to assure that Section 8 assistance payments continue on a timely basis, the Section 8 office must determine the amendment needs of the project prior to the anniversary date of the contract.

Each year the Section 8 office must review each project's prior years' Section 8 contract usage, and estimate project amendments needs based on previous usage. This information will assist in determining the total amount of amendment needs that will be included in the budget submission for that project. The estimate of the contract amendment for the project should be submitted to D. C. Field Office, Office of Multifamily Housing Management, no later than December 31 each year for the fiscal year two years in advance. For FY95 funding needs, Arlington County will submit this information no later than December, 1992.

VIII. DEFAULT OF SECTION 8 CONTRACT TERMS

General: Under the terms of the Section 8 HAP contract, the project owner agrees to comply with certain procedures and practices, including but not limited to, providing decent, safe and sanitary housing to all tenants which are outlined in the housing quality standards sections. Failure to comply with the provisions of the Section 8 HAP contract, including correction of any deficiency identified by the Section 8 office on site or remote project reviews, could result in a default under the Section 8 HAP contract.

Corrective Actions

If a default occurs, the Section 8 office must notify the project owner, by certified mail, of the nature of the default, the corrective actions needed to cure the default, including the time frame in which the owner must complete the corrective actions. If the owner fails to maintain the project in a decent, safe, and sanitary condition, the Section 8 office must notify the owner in writing of the corrective actions needed to remedy the condition. If the owner does not implement the required corrective actions within the prescribed time frame, the Section 8 office may exercise any of its rights or remedies under the Section 8 contract, including offsetting the housing assistance payments, termination of the Section 8 HAP contract, or other corrective action. Any corrective actions taken by the Section 8 office must not result in the loss of a HUD-assisted unit for the tenant(s).

Administrative Actions

The Section 8 office should implement one or more of the following actions when the owner fails to provide decent, safe and sanitary housing, and/or for violation of the Section 8 HAP contract:

- 1. Housing assistance payments may be paid directly to the mortgage in the event of default under the mortgage.**
- 2. Suspend, or withhold housing assistance payments until the required corrective actions have been completed to the satisfaction of the Section 8 office.**
- 3. Reduce the number of contract units when the owner has failed to make a good faith effort to lease all contract units to eligible families.**
- 4. Suspend, debar or otherwise restrict participation in any HUD program.**

Actions By Court Order

The Section 8 office may request HUD to apply to any court, State or Federal, for an injunction against the project owner for violation of the Section 8 HAP contract, and to appoint a receiver to take over and operate the project in accordance with the terms of the Section 8 HAP contract. The following court ordered actions may be initiated by the Section 8 office:

- 1. Take possession of the project, and operate the project in accordance with the terms of the Section 8 contract until such time as the Section 8 office determines that the owners is again in a position to operate the project in accordance with the terms of the Section 8 HAP contract.**

2. **Collect all rents and other receipts of the project and use such receipts to pay the owner's obligations under the Section 8 HAP contract, including the necessary expenses of maintaining and operating the project.**

IX. SECTION 8 UTILIZATION

General: The maximum annual amount initially committed under the Section 8 contract is the total of the contracts rents and utility allowances for all assisted units in the project. If the project owner does not utilize all of the units and contract authority, the unused amount must be returned to HUD. The Section 8 office must not transfer any unused Section 8 funds to other projects under any circumstances. Reduction of Section 8 units must be consistent with instructions in the HAP contract.

Report on Section 8 Program Utilization

The project owner must submit form HUD-52684, Report on Section 8 Program Utilization to the Section 8 office by no later than September 5 of each year. This report will then be reviewed and forwarded to the D. C. Field Office by October 10, for the period ending on September 30, by the Section 8 office.

X. REPAYMENT OF UNAUTHORIZED ASSISTANCE

General: Failure by the tenant to provide the correct information about income and family composition by the tenant at application, certification, and recertification, will result in the tenant reimbursing the owner for the difference between the rent the tenant should have paid, and the rent the tenant was charged.

If a tenant fails to supply the required reports of interim changes in income or other factors, or submits incorrect information on any application, certification or recertification and, as a result, is charged a rent less than the amount required by HUD's rent formulas, the tenant must reimburse the owner. This would be the difference between the rent the tenant should have paid and the rent s/he was charged. In addition, the owner must make a retroactive adjustment to the tenant's housing assistance payment in accordance with the Section 8 office directives established in Chapter 5 of 4350.1.

The owner is not required to immediately reimburse the Section 8 office for overpayment of assistance where the overpayment was caused by the tenant's deliberate submission of false or incorrect information. Repayments are required when and as tenants repay, in accordance with the agreed upon plan outlined in the Administrative Plan, Chapter 24. The owner must reimburse the Section 8 office for all other overpayment of assistance where such overpayment were due to the owner's error or the owner's failure to follow HUD's procedures. The Section 8 office may permit the owner to repay such overpayment over a period of time through reduction of normal housing assistance requisitions, if immediate payment in full would jeopardize the financial condition of the project.

XI. VOUCHER REVIEWS

General: The owners of both Colonial Village West and Summer Hill share the same management company, and this company bills the Section 8 office on a monthly basis for payment of tenant's rent and utilities. The management agent is not eligible for assistance payments until Form HUD 50059 is signed by both the management company agent and tenant on or before the effective date of the Form HUD 50059. The Section 8 office must review Form HUD 50059 for accuracy and assure that the owner has submitted and completed Form HUD-50059, and electronically transmit the HUD 50059 and HUD 52670 to the Contract Administrator in accordance with the instructions.

For voucher payments, the following forms should be used:

- **Form HUD-52670, Housing Owner's Certification and Application for Housing Assistance Payments**
- **Form HUD 52670A, Part 1, Schedule of Tenant Assistance Payments Due.**
- **Form HUD 52670A, Part 2, Schedule of Section 8 Special Claims**
- **Forms HUD 52671A through D, Section 8 Special Claims for unpaid rents/damages, vacancies during rent up, and vacancies after rent up.**

The Section 8 office must complete a manual review of the vouchers each month and will duplicate the family's information on-line with the Section 8 office's computer system for payment and tracking purposes. All voucher must be keep on file for at least three years. This period of time can be extended by HUD. A filing system by project number and name exists to retain these records in alphabetical order.

Upon receipt of the Vouchers, the Section 8 office will review at least 50% of what is submitted. The general practice is to review 100%. Where the review is less than 100%, the Section 8 office will analyze the voucher portfolio based on two categories: Limited Review and Full Review.

Upon receipt of the Voucher for payment and the signed HUD 50059, the Section 8 office will electronically transmit this information to HUD's "Tenant Rental Assistance Characteristics System" (TRACS).

Limited Review

This should be used only when the projects have demonstrated that the monetary computation for the vouchers are consistently error free, and whose owners have consistently demonstrated an acceptable level of performance. A full review of at least 10% of the vouchers from these projects will be conducted each month. A different 10% should be reviewed each month.

Full Review

This must be performed on projects submitting their initial vouchers, vouchers from problem projects, or an average of 20 percents of the manually prepared vouchers submitted each month, and between 10 to 20 of those vouchers for the largest dollar amounts submitted each month. All vouchers in this category will be given a full review each month.

NOTE: Projects may be moved from one category to the other based on performance or circumstance. Where projects are moved from Category B to Category A, the Section 8 office should document the circumstances supporting the changing of categories .

The Section 8 office reserves the right to use the practice of 100% review of all vouchers submitted on a monthly basis. If this practice can not be utilized the above mentioned methods will be consistently applied. Currently, both the New Construction and Substantial Rehabilitation projects undergo a 100% monthly review. If the Section 8 office elects to change this policy, the circumstances supporting the changing of categories will be documented.

Once the vouchers have been received, the Section 8 office will review them within 30 calendar days of voucher submission. Project owners and/or management companies must be advised in writing of all discrepancies and required corrections to be made on the subsequent month's voucher(s). Notification to project owners should occur within 15 days of the full review and discovery of the discrepancy.

Where offsets are necessary, the Section 8 office will submit official requests to the HUD Regional Accounting Division (RAD) consistent with regular practice. The Section 8 office will also provide the RAD with a copy of the Section 8 office's record of reviews. In those cases where there is no system in place for recording reviews completed, the RAD report will be initialed by the reviewer on the project's report line for each voucher that is reviewed. The Field Office will also provide the RAD with a copy of all notifications to project owners where overpayments are to be corrected. Copies of these notifications are to be attached to the monthly reports to the RAD, and not sent individually to the RAD. The record of reviews and the copies of the notification letters are to be submitted to the RAD by the end of the month following the voucher submission. Reports received from the RAD must be reviewed every month.

Results of these reviews will be kept on a monthly basis. The record of the reviews and the copies of the notification letters are to be submitted to the Regional Accounting Division by the end of the month following the voucher submission. These reports will include the project name, project number, total requisition amount, and date of payment. The Section 8 office's filing system should be set up by project number and name, with copies of Form HUD 52670 and Form HUD 52670A Part 1, and maintained in the project file for at least three years.

The Section 8 office, upon receipt of the disbursement/collection report from the RAD, will compare the vouchers submitted against the report.

XII. PROJECT MONITORING

The owner of a HUD-assisted project is responsible for providing management and maintenance of the project in conformance with HUD regulations, the subsidy contract, and administrative requirements. The Section 8 office must provide oversight management of the project owner and management agent to assure compliance with the terms of the subsidy contract, HUD Regulatory Agreement, applicable HUD regulations, and other administrative requirements. The Section 8 office must monitor the owner/management agent to assure that the owner has complied with the requirements of HUD Handbook 4350.5 (3/92).

General Responsibilities of Section 8 office and Owners

Responsibilities of the owner shall include, but not be limited to:

- A. Marketing units and selecting families in accordance with 4350.3 and a HUD approved**

Affirmative Fair Housing Marketing Plan.

- B. Maintaining and operating the project in a decent, safe and sanitary manner and in conformance with Housing Quality Standards.**
- C. Verification of tenant income, social security numbers, certification, annual and interim reexamination of income and family composition.**
- D. Collection of rent.**
- E. Establish and maintenance of project accounts in accordance with HUD requirements.**

Responsibilities of the Section 8 office include all areas identified in 4350.5 (3/92) and the Administrative Plan, and others such as:

- A. Assess the projects operating policies and procedures and interview the management agent and staff and be sure that their roles and responsibilities are understood. The Section 8 office through on site visits, interviews with the Board of Directors, management staff, and project staff should:**
 - 1. determine if the owner/management agent has a management plan, operating manuals, job descriptions, and or internal memoranda describing employees and project staff responsibilities.**
 - 2. determine if there is evidence that actual management practices differ from written instructions and/or management plan.**
 - 3. determine if the owner/management agent has an adequate system of record keeping. Expenditures should be documented with the appropriate invoices.**
 - 4. determine if the owner/management agent has a procurement policy and is using cost-cutting measures, such as bulk purchasing and is taking advantage of discounts.**

5. **assess the owner/management agent's current level and pattern of staffing to determine if there are sufficient staff and supportive services to provide adequate management and maintenance of the project. A determination should be made as to whether staff are adequately trained in their areas of responsibility provided with the necessary HUD Handbooks and written office instructions and procedures.**
 6. **determine if appropriate HUD handbooks are available and accessible to staff.**
-
- B. **Determine if there are known or suspected fraudulent practices, waste or mismanagement. The Section 8 office must note these problems in writing to the owner and giving the owner/management staff a chance to respond within an established time frame. If there is no response, the Section 8 office must consider other enforcement tools to bring the owner into compliance, including but not limited to, denying withdrawals from the reserve for replacement account, or requesting the D. C. Field Office to temporarily deny or suspend the owner's or management agent's participation in HUD programs.**
 - C. **Ensure that the rent increase requests are submitted in a timely manner. The Section 8 office must verify all submissions with these requests.**
 - D. **Review project operating budgets to determine if expenditures are exceeding the amounts established in the approved budget.**
 - E. **Review procedures for collecting rents, and be sure that the owner/management agent identifies and tracks delinquencies, follows up on delinquent accounts, and evicts delinquent tenants when necessary.**
 - F. **Determine if the vacancy rate is comparable to other projects in the area. If there is high turnover, the Section 8 office should review tenant selection criteria and screening policies, management's responsiveness to tenant complaints and repair requests, and the quality of management provided to the tenants.**
 - G. **Review the requests for reserve for replacement withdrawals. If s/he requests for withdrawals from the replacement funds are more frequent than projects of comparable size in the market area, the Section 8 office should review the project's preventive maintenance procedures and the quality of goods purchased.**
 - H. **Verify that the owner/management agent is screening and selecting tenants in accordance with instructions and requirements set forth in HUD Handbook 4350.3.**
 - I. **Review the adjustment of utility allowances and verify that the adjustment has been calculated in accordance with instructions in HUD Handbook 4350.1, Chapter 7.**

- J. Review Form HUD 52684, Report on Section 8 Program Utilization, for each project, along with rent rolls, monthly vouchers, and other project records, to determine the amount of assisted units and Section 8 contract authority used by the project owner. In cases where the project owner is not utilizing 100 percent of the Section 8 contract authority, verify that all unused funds have been returned to HUD.**
- K. Verify that distributions to the project owner are in accordance with the provisions described in HUD Handbook 4350.1 REV-1.**
- L. Review an d appeal project property tax levels as necessary.**
- M. Review Section 8 special claims vouchers in accordance with Chapter 6 of 4350.3. Any appeals of a denial of a request for vacancy losses is initiated at the County level. The first appeal is submitted to the Director of Economic Independence and Assistance Division (EIAD). The second level of appeal is to the Regional Director of Housing. The decision rendered at this level is final.**

On Site Reviews

These must be conducted in accordance with Chapter 6 of the HUD Handbook 4350.1. The on site review is essential to the Section 8 office's monitoring of the project owner. This must be performed on HUD assisted properties. The on site review must be a comprehensive examination of the project's operations through management reviews and physical inspections.

On site reviews are conducted annually and will assist the Section 8 office in identifying deficiencies in the projects physical condition and/or operating procedures. The Section 8 office must ensure compliance of owners and management agents with the regulatory requirements of HUD programs. The results also can provide documentation to support enforcement actions when owners and management agents will not voluntarily implement corrective actions.

The Section 8 office must perform the following types of on site project reviews.

A. Management Reviews

These reviews will focus primarily on the efficiency and effectiveness of the project's operating policies and procedures. Management reviews evaluate the procedures for directing and overseeing project operations and the adequacy of both the procedures for carrying out day to day, frontline activities (e.g. maintenance, security, leasing, occupancy, financial management, and general management practices). The Section 8 office must use Form HUD 9834, Management Reviews of Multi-Family Projects, to summarize and report findings and to convey the review findings and recommendations to the owner/agent. In addition to scheduled

management reviews, the Section 8 office will conduct an onsite management review:

1. following a change in management agent;
2. when the result of remote monitoring or other servicing activities indicate that physical, financial, or management problems exist and the extent or cause are not immediately apparent;
3. when the project is managed by an agent whose lack of performance is causing problems at other projects;
4. prior to approving a rent increase, or providing mortgage relief;
5. prior to giving approval of a transfer of physical assets application; or
6. or, as necessary, to monitor the owner's implementation of any required corrective actions or project improvement resulting from other reviews.

Physical Inspections

The purpose of this review is to determine whether the owner is providing decent, safe and sanitary housing. The physical inspection examines the condition of the projects' buildings, grounds, and mechanical systems and assesses whether project management is completing preventive and corrective maintenance in a timely fashion. The Section 8 office must use Form HUD 9822, Physical Inspections Report and HUD 9602 Multi-family Unit Inspection Summary to summarize and report findings and to convey the physical inspection findings and recommendations to the owner/agent.

If the owner fails to implement the required corrective actions and/or fails to comply with Housing Quality Standards within the prescribed time frame, the Section 8 office may exercise any of its rights or remedies under the Section 8 HAP contract, including offsetting of housing assistance payments or termination of the Section 8 HAP contract.

Unit Inspections

A unit inspection must be performed annually on Section 8 units to determine compliance with housing quality standards as required under Section 8 regulations. The unit inspection is intended to identify physical deficiencies in the unit that affect the health and safety of the occupants. Projects that do not meet HQS will not be eligible to continue receiving Section 8 assistance. The unit inspection is not intended to identify all routine or preventive maintenance needs, nor to require the owners to modify schedules for routine replacement of items subject to normal wear and tear. The unit inspection should cover at least 25 of every 100 occupied units and all vacant units. The Multifamily Unit Inspection Form is to

be used primarily by the Section 8 office conducting management reviews, physical inspections, or Section 8 Housing Quality Standards.

These projects met the standards in effect when the project was approved for assistance. The inspection process is not intended to require owners to provide amenities that were not approved or required when the project was initially approved. However, owners must comply with requirements that affect the health and safety of project residents.

All amenities and components provided for when the project was approved must be in working condition (e.g. appliances, windows, locks, etc.) The Inspector must use the inspection form to rate the unit conditions in one of four categories:

- | | | |
|----|--|--|
| a. | Good: | Identify elements that are in notably good condition |
| b. | Acceptable: | The condition of the elements is acceptable or require one of the actions identified in Action Required or Immediate Action Required (see below) |
| c. | Action Required: | Unit deficiencies cited that should be repaired or replaced but do not represent an immediate hazardous condition. Examples: minor leaks, some burners not working, cracked windows, etc. |
| d. | Immediate Action Required: Deficiencies that pose an immediate threat to the health and safety of unit occupants. | |

For each deficiency, the Inspector must establish a target date for completion of repairs. The target dates should be discussed with the owner or management agent in an exit meeting before the Inspector leaves the project. Action Required items usually have thirty (30) days as accepted practice. The time may be extended if the owner can demonstrate that the action is scheduled within a reasonable period as part of an overall maintenance program or provide other good reason for an extension. For Immediate Action Required Items, 72 hours is the generally accepted practice. if a serious condition covering health and safety items cannot be corrected immediately, consideration must be given to relocating the resident to another unit.

If correction of all unit deficiencies will take more than thirty (30) days, the Inspector must specify dates for periodic status reports on the owner's progress in making corrections.

When corrections are made, the owner must notify the Section 8 office and certify that the required corrections have been made and the date the corrections were made. The owner is responsible for correcting deficiencies, even if they were the result of tenant neglect or

abuse. In accordance with the tenant's lease, the owner may require the tenant to pay for the cost of the repairs.

The owner must send a letter to the tenant identifying the corrective actions that have been taken and informing the tenant that continued damage, abuse or neglect constitutes material non compliance with the lease. A copy of this letter to the tenant must be attached to the certification of completion.

The Section 8 office must establish and maintain a tracking system for periodically following up on required actions.

Remote Monitoring

This type of review is handled from information received from remote monitoring (desk reviews of certain documents, such as, but not limited to, annual financial statements, rent increase requests, request for withdrawal from reserve for replacements, tenant complaints regarding project management, occupancy/vacancy reports, monthly accounting reports, operating budgets, etc.) This information must be analyzed and used to assess the performance of the owner and management agent. Effective remote monitoring by frequent desk reviews of these various reports will enable the Section 8 office to measure the project's overall performance and possibly prevent problems before they arise. In addition to the scheduled on site reviews, data from remote monitoring will be used to determine if additional on site reviews are required. If so, they will be scheduled.

Other methods used to assist with the remote monitoring will be reviews of annual audited financial statements, allowable distribution in the Section 8 projects, monthly accounting reports, occupancy reports, and tenant complaints. Occupancy reports and rent rolls will be reviewed when the information is not available in the Section 8 office's computer.

If, through analysis of this type of data, problems appear, the Section 8 office will immediately bring these problems to the owner/management attention and require corrective actions. If it is determined that the owner is not in compliance with HUD requirements, or performance problems noted, or questionable disbursement exist, the Section 8 office must follow up on these problems.

XIII. INFORMAL MEETINGS

Tenants may request an informal meeting on issues related to HUD Handbook requirements at both sites. These meetings will be held by the Housing Program Supervisor. Tenants shall make their request in writing within thirty (30) days after the action was taken. The tenant may have a legal representative, or any other type of representative to accompany them to this meeting. The tenants should bring any relevant witnesses, and oral and written evidence to support their statements and conclusions. Owners and management staff will be

notified and requested to attend these meetings. The meetings will be held in the Arlington County Court Square West in Suite 301 at a date and time mutually convenient for all parties who are involved. The Management Specialist will also attend these meetings.

Determination will be made based on the requirements of the Code of Federal Regulations, HUD handbooks, and contract terms and conditions. If the question presented in the meeting is beyond the scope of the Section 8 office's authority or knowledge, assistance from the HUD D.C. Field office will be requested or the matter referred to the appropriate authorities.

All determinations from these meetings will be written and mailed within thirty (30) days of the meeting. These determinations will be kept confidentially, chronologically, and alphabetically. Recurring issues at these informal meetings will be raised during the on site management reviews.

XIV. MONTHLY STATISTICAL REPORTS

The Section 8 office will run each month a list of all units currently within the computer system for both the New Construction and Substantial Rehabilitation projects. This information will be compared with the Voucher payment requests. Other management reports that are provided are the cases for recertification each month, and the month of their recertification period. This data will be compared with the HUD 50059 to make sure the computer information is up to date. This information is broken down into bedroom size for each site.

The Section 8 office's HAP register also has information related to payments made to each management company for Colonial Village West and Summer Hill. This information has monthly and weekly adjustments for both projects.

ADDENDUM 4
ARLINGTON COUNT, VIRGINIA
SECTION 8 HOUSING
FAMILY SELF SUFFICIENCY PROGRAM
ACTION PLAN

TABLE OF CONTENTS

| | | |
|------------|--|--------------|
| 1. | THE FAMILY SELF SUFFICIENCY PROGRAM | AD4-1 |
| A. | Overview | AD4-1 |
| 2. | OUTREACH TO CURRENT PARTICIPANTS | AD4-2 |
| A. | Selection Criteria | AD4-2 |
| B. | Designation of Units for FSS and Time Table for Completion of FSS Contracts and Participation | AD4-2 |
| C. | Incentives to Encourage Participation | AD4-3 |
| 3. | DEMOGRAPHICS OF POTENTIAL FSS PARTICIPANTS | AD4-4 |
| A. | Characteristics of Potential FSS Participants | AD4-4 |
| B. | Current Section 8 Participants | AD4-4 |
| 4. | ACTIVITIES AND SUPPORTIVE SERVICES TO BE PROVIDED BY PUBLIC AND PRIVATE RESOURCES | A4-5 |
| A. | Participant Screening for Supportive Service needs | AD4-5 |
| 1. | Child Care | AD4-5 |
| 2. | Transportation | AD4-5 |
| 3. | Basic Education | AD4-5 |
| 4. | Remedial Education | AD4-5 |
| 5. | Higher Education | AD4-5 |
| 6. | Job Training | AD4-6 |
| 7. | Job Placement | AD4-6 |
| 8. | Creating Opportunities in the Business Community | AD4-6 |
| 9. | Homemaking/Household Management | AD4-6 |
| 10. | Parenting | AD4-7 |
| 11. | Money Management | AD4-7 |
| 12. | Housing Counseling | AD4-7 |

| | | |
|-----------|--|---------------|
| | 13. Substance Abuse Counseling | AD4-7 |
| | 14. Health/Medical Care | AD4-7 |
| | 15. Mental Health Counseling | AD4-8 |
| | B. FSS Case Management | AD4-8 |
| 5. | SUPPORTIVE SERVICE NEEDS | AD4-9 |
| | A. Alcohol and Substance Abuse | AD4-9 |
| | B. Charities and Church Organizations | AD4-9 |
| | C. Public Service and Community Organizations | AD4-9 |
| | D. Energy Programs | AD4-10 |
| | E. Housing and Homeownership | AD4-10 |
| | F. Juvenile and Domestic Services | AD4-10 |
| | G. Legal Services | AD4-10 |
| | H. Medical and Mental Health Services | AD4-10 |
| 6. | AVAILABLE PUBLIC AND PRIVATE RESOURCES PROVIDING ACTIVITIES AND SERVICES TO THE FSS PROGRAM | AD4-11 |
| | A. Arlington Community Action Program (ACAP) | AD4-11 |
| | B. Arlington Employment Center | AD4-11 |
| | C. Virginia Employment Commission | AD4-11 |
| | D. Office of Citizen and Consumer Affairs | AD4-11 |
| | E. Northern Virginia Community College | AD4-11 |
| | F. Strayer College | AD4-12 |
| | G. Northern Virginia Family Services | AD4-12 |
| | H. Local Banks | AD4-12 |
| | I. Community Services Board | AD4-12 |
| | J. Day Treatment Center | AD4-12 |
| | K. METROA | AD4-12 |
| | L. YMCA | AD4-1 2 |
| | M. Goodwill Industries | AD4-12 |
| | N. Regional Opportunity counseling (ROC) | AD4-13 |
| 7. | COORDINATION WITH JOB OPPORTUNITIES (JOBS) AND JOB TRAINING PARTNERSHIP ACT (JTPA) | AD4-14 |
| 8. | SECTION 8 POLICIES FOR TERMINATING OR WITHHOLDING ASSISTANCE AND SUPPORTIVE SERVICES | AD4-15 |

| | | |
|----|--|--------|
| A. | Local FSS Review Panel | AD4-15 |
| B. | Section 8 Participant Hearing Procedures | AD4-16 |
| 9. | ESCROW ACCOUNTS | AD4-17 |
| A. | The amount in a participating family's account in excess of any amount owed the housing agency | AD4-17 |

| | | |
|-----|--|--------|
| B. | Amounts in the FSS escrow account shall be forfeited | AD4-17 |
| C. | Amounts in the FSS account shall also be forfeited for any of the following reasons | AD4-18 |
| 10. | DEFINITIONS/LOCAL FSS POLICY CLARIFICATIONS | AD4-19 |
| A. | Express Interest in Participating in the FSS Program | AD4-19 |
| B. | Seek Employment | AD4-19 |
| C. | Maintain Employment | AD4-19 |
| D. | Success in Less than Five Years | AD4-19 |
| E. | Conditions for Granting Extension of Contract beyond Five Years | AD4-20 |
| F. | Policy Regarding Acceptance/Participation of Non-absorbed Portability Transfers in the Family Self Sufficiency Program | AD4-20 |
| G. | Policy for Re-admittance to the FSS Program for Persons who have been Terminated from the FSS Program or who have Voluntarily Withdrawn from the FSS Program | AD4-20 |

**ARLINGTON COUNTY, VIRGINIA
SECTION 8 HOUSING
FAMILY SELF SUFFICIENCY PROGRAM
ACTION PLAN**

**Arlington County, Virginia
Department of Human Services
Economic Independence and Assistance Division
Section 8 Program
1400 N. Uhle St., Suite 301
Arlington, Virginia 22201**

1. THE FAMILY SELF SUFFICIENCY PROGRAM

A. OVERVIEW

The Department of Housing and Urban Development (HUD) has mandated that all Housing Agencies who receive new allocations for housing assistance must create a Family Self Sufficiency (FSS) Program within their jurisdiction. The minimum size of the program is determined by the amount of assistance received. In Arlington County, based on the assistance received in November, 1994, the mandate is for 26 families to be placed under a Family Self Sufficiency Contract of Participation.

The purpose of the Family Self Sufficiency Program is to foster self sufficiency among families participating in the Section 8 Existing Housing (Certificate) and Section 8 Voucher Program. To accomplish this purpose, Arlington County Section 8 will follow the Section 8 Family Self Sufficiency federal regulations for a structured program involving case management, counseling, self assessment, goal setting for each individual participating, and monitoring, measuring and redefining those goals over the five year period of the contract.

As further incentive for program participants, a monetary reward will be available for successful participants. This money is furnished through HUD matching funds, based on increases in the tenant rent portion. The difference between the TTP or 30% of the Household's income, which was in effect at the initial FSS contract, and increases due to wages, are reflected in the escrow account. These funds will be dispensed to the FSS household upon successful completion of their goals.

FSS activities will be assisted through the FSS Program Coordinating Committee (PCC). The first PCC will be comprised of selected staff from the various divisions within the Arlington County Department of Human Services, Economic Independence and Assistance Division, Arlington County non-profit agencies and businesses, and FSS program participants, to provide a linkage for the services FSS participants will need. The divisions involved from the Department of Human Services will be the Section 8 Recertification, Finance and Inspection Units, Arlington Employment Center, Family and Children Unit, Crisis Intake Bureau Unit, Adult Protective Services and Over 60 Intake Unit, and Children's Services Pro-Child. A representative from Arlington Community Action Program will also be involved in the PCC, as will two FSS program participants.

2. OUTREACH TO CURRENT PARTICIPANTS

Potential participants for the Family Self Sufficiency Program must come from families already receiving Section 8 benefits through the Section 8 Existing Housing (Certificate) or Section 8 Voucher Program. Outreach to current Section 8 participants will be accomplished by a direct mailing to the participants to notify them of the Family Self Sufficiency program. The date the family expresses interest in participating in the FSS program will determine the order in which current participants will be offered an FSS Certificate or Voucher. For participants, "express interest" will be defined as completing and returning the FSS application.

A. SELECTION CRITERIA

Individuals will be given the opportunity to participate in the Family Self Sufficiency Program based on the date the eligible family expressed interest in participating in the FSS program. The individuals will come from both working and welfare backgrounds. As allowed in the FSS regulations, several other criteria will be applied:

1. Section 8 will apply motivational screening factors, such as a potential participant responding to FSS solicitations of interest, attending briefings and orientations, keeping ongoing appointments, etc..
2. Persons residing in, or coming to the locality with a portable Certificate or Voucher from another jurisdiction will be eligible to participate in the Arlington County Section 8 FSS program. (See policy regarding acceptance/participation of non absorbed transfer in Certificates/Vouchers.)
3. Up to 50% of the available FSS slots will be targeted for families involved in the Arlington Works program. If they cannot be filled by *Arlington Works* Families, they will be made available to interested Arlington Regional Opportunity Counseling (ROC) program participants.

B. DESIGNATION OF UNITS FOR FSS AND TIME TABLE FOR COMPLETION OF FSS CONTRACTS OF PARTICIPATION

The Arlington County Section 8 Program received an allocation for 26 new vouchers in November, 1994. Therefore, 26 Family Self Sufficiency slots are to be filled within 24 months of Arlington County having received the new allocation of Section 8 assistance. This deadline date was met before November, 1996.

C. INCENTIVES TO ENCOURAGE PARTICIPATION

The Family Self Sufficiency case manager encourages the participation of families by promoting:

- 1). The escrow account; and**
- 2). Presentation of workshops/seminars in areas of professional, financial and personal growth and development.**

Workshops which have been presented include but are not limited: Developing your Personal Family Budget; Refocusing our Goals and Moving Forward; and Preparation for Homeownership.

3. DEMOGRAPHICS OF POTENTIAL FSS PARTICIPANTS

A. CHARACTERISTICS OF POTENTIAL FSS PARTICIPANTS

Since the majority of households participating in the program qualify for two and three bedroom units, and the majority are also single parent households, it is expected that participants in the FSS program will consist of this same demographic makeup. The household size would range from two to six members. It is also expected that some elderly, disabled single person households may participate in FSS.

The program is being developed with the intent of being able to serve all families who would participate under future new allocations of Certificates or Vouchers. This goal will be achieved by identifying and using a variety of services which could be accessed by the client populations which the program would serve.

B. CURRENT SECTION 8 PARTICIPANTS

Demographic information from the Arlington County Section 8 program's current participants were analyzed as follows:

Male Head of Household 24.60 %

Female Head of Household75.39 %

Black **46.14 %**

White **38.70 %**

Hispanic (Black & White) 23.90 %

Asian/Pacific Islander 11.74 %

American Indian/Alaskan 2.5 %

4. ACTIVITIES AND SUPPORTIVE SERVICES TO BE PROVIDED BY PUBLIC AND PRIVATE RESOURCES

A. PARTICIPANT SCREENING FOR SUPPORTIVE SERVICE NEEDS

The FSS Case Manager will complete an assessment of each family to determine their service needs.

1. Child Care

Recipients of Temporary Assistance to Needy Families (TANF) are eligible for subsidized day care for employment, job search and education or training activities through the Child Day Care Office of DHS.

Several day care centers have scholarship funds for low income families. Some day care centers offer discounts for more than one child, and/or payment on a sliding scale basis.

2. Transportation

Arlington County is served by the METRO bus transportation system, and the METRO-RAIL subway. There are also several taxi cab services, and some emergency transport programs available (i.e. F.I.S.H and ACAP).

3. Basic Education

The Arlington County Adult Education program offers GED, ESL, skills training and literacy classes which are accessible to all participants.

4. Remedial Education

The Literary Volunteers of Volunteers of America are available to train volunteers that will tutor persons in basic skills.

5. Higher Education

The Arlington community is served by Northern Virginia Community College, Strayer College, Marymont University, and nearby George Mason University. Participants can apply for Financial Aid for higher education. Each of the schools have career and financial aid counselors available for prospective and enrolled students.

The JTPA program provides an opportunity for clerical/business training through courses offered at Northern Virginia Community College.

6. Job Training

ACAP offers computer training.

JTPA is available through Social Services for eligible clients.

The Virginia Employment Commission may provide referrals to job training opportunities.

Businesses have indicated that they will provide work experience sites for participants.

7. Job Placement

The Arlington Employment Center provides job counseling, training, aptitude testing and placement.

The Virginia Employment Commission provides computer listings of permanent positions.

8. Creating Opportunities in the Business Community

The Chamber of Commerce, through their public relations committee and the education committee, will be available to publicize the FSS program and to encourage the participation of local businesses in providing training and employment opportunities.

9. Homemaking/Household Management

Seminars and individual mentoring on homemaking and household management can be provided by the Virginia Cooperative Extension, volunteer professionals and/or clubs.

10. Parenting

A variety of local resources are available for assisting participants to improve parenting skills. The STEP program (Virginia Cooperative Extension), Head Start, PIE (Parent Infant Education), court ordered therapy (Community Mental Health), Arlington Mental Health (Department of Social Services), and a parenting program conducted by the Northern Virginia Family Services would be available to assist eligible participants in the area of parenting.

Supplementary individual parenting training could be provided through volunteers and trained staff personnel.

11. Money Management

The Virginia Cooperative Extension Office provides a financial counseling program through the use of volunteer counselors. The Office of Citizen and Consumer Affairs offers written and videotaped material as well as personal instruction in money management, and credit counseling.

12. Housing Counseling

Housing Counseling services will be accessed through trained staff; the Virginia Cooperative Extension, real estate agents, mortgage bankers, and the Office of Citizen and Consumer Affairs.

13. Substance Abuse Counseling

Substance Abuse Counseling is available through the Arlington Community Services Board, private therapists and the Arlington Hospital. AA and NA groups are available at many locations in the area.

The Arlington Day Treatment Center would provide staff to conduct seminars on drug and alcohol use.

14. Health/Medical Care

Northern Virginia Family Services has established a Health program which provides qualified applicants with medical services at reduced rates. The Arlington Hospital Out-Patient Clinic could be available for emergency medical treatment. Medicaid and Medicare would be available to eligible participants.

A free medical clinic provides health care services for low income persons two evenings a week through the voluntary services of area medical providers and community volunteer support. Also, the Arlington Dental Clinic is accessible to Arlington Residents.

In addition, State and local hospitalization funds can be applied for based on need.

15. Mental Health Counseling

The Arlington County Day Treatment Center provides a psychiatric day hospital. Free screening appointments are available. Actual treatment would require payment by third party medical coverage, or other private sources.

The Community Services Board provides mental health counseling for eligible individuals.

B. FSS CASE MANAGEMENT

The FSS Case Manager will maintain individual files for each participating FSS Household. The process will consist of:

- 1). A Needs/Services Assessment for the household members;**
- 2). FSS Contract of Participation;**
- 3). FSS Individual Training and Service Plan;**
- 4). Documentation of participation in goal related activities, courses, and/or workshops.**
- 5). Annual recertification for Section 8 purposes.**

5. SUPPORTIVE SERVICE NEEDS

The following supportive service needs, and community resources to address them, have been identified; they will be used as appropriate to benefit an FSS participant:

A. Alcohol and Substance Abuse

Al-Anon
Alcoholics Anonymous
Alexandria Regional Detoxification
Arlington Alcohol and Drug Program
Arlington Hospital Addictions Treatment Program
Narcotics Anonymous
Salvation Army Rehabilitation Center
WACADA Alcohol & Drug Hotline

B. Charities and Church Organizations

American Red Cross, Arlington Chapter
Arlington Presbyterian Church
Catholic Charities, Diocese of Arlington
First Baptist Church of Clarendon
Our Lady Queen of Peace Matthew 25 Bazaar
Resurrection Lutheran Church
Salvation Army

C. Public Service and Community Organizations

ACAP (Arlington Community Action Program)
AFAC (Arlington Food Assistance Center)
Arlington Department of Human Services
 Adult Protective Services
 Crisis Assistance Program
 Pro-Child
 Intake (Eligibility and Services)
FISH (For Immediate Sympathetic Help)
Ethiopian Community Development Council
Hispanic Committee of Northern Virginia
Hogar Hispano
Indochinese Community Center
Meals on Wheels
Northern Virginia Family Services
WIC (Women, Infants, Children's Program)

D. Energy Programs

**Energy share
Virginia Fuel Assistance Program
Washington Area Fuel Fund**

E. Housing and Homeownership Programs

**Arlington Housing Corporation
Arlington Partnership for Affordable Housing
Wesley Housing Development Corporation**

F. Juvenile and Domestic Services

**Alternative House (Ages 13-18)
Borromeo Housing (Teen Mothers ~ Infants)**

G. Legal Services

**Arlington County Bar Association Lawyer Referral
Auyda, Inc. -- Hispanic Legal Aid
Legal Services of Northern Virginia**

H. Medical and Mental Health Services

**Andromeda -- Hispano Mental Health Center
Arlington Dental Clinic
Arlington Free Clinic
Arlington County Department of Human Services
 Mental Health Services
 Geriatric Clinic
 Child Health Clinic
Mental Health Association of Northern Virginia
Visiting Nurse Association of Northern Virginia
Whitman-Walker Clinic**

6. PUBLIC AND PRIVATE RESOURCES AVAILABLE TO PROVIDE ACTIVITIES AND SERVICES UNDER THE FSS PROGRAM

Commitments of private and public resources have been solicited to support the Arlington County Family Self Sufficiency Program. It will be a goal of the PCC to investigate and continually develop additional supportive services so that all potential FSS client populations can access needed services. The following is a summary of the support which has been solicited to date:

A. Arlington Community Action Program (ACAP)

Programs include employment, transportation, Headstart, computer training, weatherization, a food pantry and ex-offenders program. Referrals are also provided for financial assistance.

B. Arlington Employment Center

For mutual FSS and social services clients.

Employment Service Programs: child care services, transportation, career and education, guidance counseling, remedial education, education for completion of secondary or post secondary schooling, financial aid counseling, job training, job preparation and counseling, on the job training opportunities and job development and placement.

C. Virginia Employment Commission

Information through a computerized job bank for employment opportunities.

D. Office of Citizen and Consumer Affairs

Provide consumer education programs, videotaped material and personal instruction in money management and home rental or purchase. Assist with landlord tenant dispute resolution, provide counseling on home purchasing.

E. Northern Virginia Community College

Career and education guidance counseling, remedial education, education for completion of secondary or post secondary schooling, non-credit job training and personal growth courses, financial aid counseling, job preparation and counseling, family life skills seminars, networking with business and industry for on-the-job training, student employment under federal guidelines, scholarships in selected fields.

F. Strayer College

Career and education guidance counseling in areas of Accounting, Business, and Computer, guidance and assistance in student financial aid.

G. Northern Virginia Family Services

Family counseling on sliding scale fee, referral for reduced cost health care through Healthlink Program, Family Life Education programs.

H. Local Banks

Financial counseling, household money management and other programs related to safe banking and home ownership, and serve on Coordinating Committee.

I. Community Services Board

Mental health, substance abuse and mental retardation case management, treatment and counseling available for Family Self-Sufficiency participants.

J. Day Treatment Center

Free screening appointments of families needing a psychiatric day hospital setting, provide staff to conduct seminars on mental health subjects, parenting skills, drug and alcohol use.

K. METRO

Reduced fares for transportation for eligible individuals.

L. YMCA

Scholarships for summer camp, swimming lessons and specialty programs, pending development of other funding for services.

M. GOODWILL INDUSTRIES

Thirteen different programs and services, including: Employment and Training - Literacy, Clerical skills, Personal Computers, GED, English as a Second Language, Job placement, Career Evaluation, and PAS (Plan for Achieving Self Support).

N. REGIONAL OPPORTUNITY COUNSELING (ROC)

ROC uses a combination of housing counseling and supportive services to help Section 8 families. ROC provides housing location services and referrals for Employment Training, Child care Services, Mental Health and Substance Abuse Counseling, Medical Services, Homeownership Counseling, and Financial Management.

The goal for the ROC program is to move families from high poverty to low poverty areas, while providing the client with information to make the best housing choice.

ROC families will be given priority on the FSS waiting list to meet HUD recommendations.

7. COORDINATION WITH JOB OPPORTUNITIES (JOBS) AND JOB TRAINING PARTNERSHIP ACT (JTPA)

The Arlington County FSS program will have access to the opportunities provided by these programs based upon the individual program's mandated eligibility requirements. In most instances, FSS participants who are receiving Temporary Assistance for Needy Families (TANF) and are within specified target group areas, will be eligible for the JOBS program. FSS participants who are receiving TANF, Food Stamps, or meet family size and income guidelines may be eligible for the JTPA program.

The services and activities provided by the JOBS and JTPA programs include:

- Job Skills Training**
- Case Management**
- Employment and Career Counseling**
- Job Search Assistance**
- Motivational Training**
- Group Job Search Seminars**
- Work Experience Opportunities**
- On-the-Job-Training**
- Grant Diversion**
- Job Development and Placement**
- Referrals for Basic Education and GED Preparation**
- After School and Summer Youth Employment Programs**
- Assistance with Transportation**

Child care assistance is available for eligible TANF recipients to offset day care costs while attending training or school or transition into the work force.

Outside services provided to FSS participants will be coordinated with these programs to eliminate any duplication.

8. SECTION 8 POLICIES FOR TERMINATING OR WITHHOLDING ASSISTANCE AND SUPPORTIVE SERVICES

A. Local FSS Review Panel

FSS families who fail to comply with the requirements under their Contract of Participation will be given the opportunity for a face to face review of the circumstances by the FSS review panel prior to withholding supportive services or formal termination action. A three person subcommittee of the FSS Program Coordinating Committee will act as the FSS review panel. The three person review panel will be selected from amongst the FSS Program Coordinating Committee. The review panel will decide whether sufficient grounds exist to withhold supportive services, or for proposing and pursuing formal termination action on a case by case basis.

The case manager will notify the family by certified letter of the intent to withhold supportive services or terminate Section 8 assistance and reasons for the action. The notification will give the family 14 days from the date of the letter to make a written request for review by the FSS review panel of the proposed withholding of supportive services or termination. If the family fails to request a review by the FSS review panel, a formal notice will be mailed to the family regarding the withholding of supportive services or termination. This formal notice will offer FSS families an opportunity for an informal hearing under the policy developed by Arlington County. The family should send their written request to the assigned case manager.

If the family requests a review of the proposed action by the review panel, the family will be notified in writing of the date, time and location of the FSS review. At the review, the case manager will present the reasons for the proposed termination action or reasons for withholding supportive service, and the family will be given the opportunity to explain their individual circumstances for consideration by the review panel. Within 14 calendar days, the review panel will render a written recommendation regarding the proposed termination action or proposal to withhold supportive services.

If the review panel decides that formal action is not warranted based on the record submitted at the hearing or individual circumstances of the family, no formal action will be taken.

If the family fails to appear for the scheduled review, and does not contact the case manager prior to the scheduled time to reschedule the review, formal action will be pursued. A second formal notice will be mailed to the family giving them the opportunity for a second informal hearing date under the policy developed by the FSS staff. If there is a "no show" for this meeting, the action will be upheld.

B. Section 8 Participant Hearing Procedures

Per the Section 8 federal regulations, participants in the Section 8 Program are provided an opportunity for an informal hearing. Families will be mailed a formal notice of termination stating the reasons for the termination. Participants who disagree with the decision and wish to request an informal hearing, must make a written request for an informal hearing within ten days of the date of the formal notice.

The participant at their own expense, may be represented by a lawyer or other representative. All parties have the right to present evidence and may question any witnesses. The FSS Hearing Officer assigned to the locality will arrange the hearing by written notice. Factual determinations relating to the individual circumstances of the participant shall be based on a preponderance of evidence presented at the hearing. A copy of the written decision shall be furnished to the participant within 14 calendar days from the date of the hearing to the participant. The proposed action will not transpire until the results of the hearing are concluded.

Participants who allow the 14 day appeal period to pass and have not requested a hearing, waive all rights to any type of informal hearing.

Participants who do not appear for the informal hearing, or call prior to the informal hearing to reschedule if they are unable to attend the hearing as scheduled, will be scheduled for one more hearing. If the participant does not show at second scheduled date, the participant defaults and the proposed action will occur on the date specified in the original termination notice.

9. ESCROW ACCOUNTS

The housing agency will establish an escrow account for the participating FSS families, and credit to this account, in accordance with HUD requirements, a portion of the increase of rent paid that would otherwise result from increases in earned income of family members during the term of this contract. Funds held in the FSS accounts will be held in escrow. The investment income rate of return credited to the FSS accounts will be the rate of interest paid by local institutions on time deposits. Interest will be credited to each participating family's FSS account.

- A. The amount in a participating family's account in excess of any amount owed the housing agency may be paid to the head of the participating family after:**

Project Coordinating Committee determines the participating family has met its obligations under the FSS Contract of Participation, including the requirements of each individual training and services plan, and

The head of family certifies that to the best of his/her knowledge and belief, members of the FSS family no longer receive any Federal, State, local, or other public assistance. No family member may be receiving funds from TANF, General Relief, SSI, or similar programs which are intended to meet general living expenses.

If the designated head of the family ceases to reside with other members of the participating family who continues to receive assistance under the program specified in Section 1 of the Contract of Participation, the remaining members of the family, after approval of the housing agency, shall have the right to designate another FSS family member to receive the escrow funds.

- B. Amounts in the FSS escrow account shall be forfeited if housing agency determines that:**

A participating family has failed to meet its obligations under the Contract of Participation, including failure to meet its FSS responsibilities because the participating family moved outside the jurisdiction and did not continue in the FSS program of housing agency, or enroll and complete its obligations in the FSS program of the new housing agency, or

The participating family is no longer under a Contract of Participation yet is still receiving Federal, State, local or other public assistance as defined in Paragraph 8.c., of the Contract of Participation, ten years from the commencement of the Contract of Participation.

C. Amounts in the FSS account shall also be forfeited for any of the following reasons:

When housing agency determines that the head or participating family member has failed to fulfill the terms of the Contract of Participation or any extension thereof.

Withdrawal of the family from the FSS program.

Mutual consent of the parties.

By such other act as is deemed inconsistent with the purpose of the FSS program.

By operation of law.

Any family who withdraws its escrow account must wait two years before it would be eligible to reapply to the waiting list, unless the escrow account is repaid, in which case the family can apply immediately.

10. DEFINITIONS/LOCAL FSS POLICY CLARIFICATIONS

A. Express Interest in Participating in the FSS Program

For participants, "express interest" will be defined as those who state in writing their desire to participate in the FSS program. Such participants who express interest in participating in the FSS program will be invited, and must attend a mandatory FSS program briefing, complete and return the FSS application.

B. Seek Employment

Job ready participants must make the minimum number of job contacts per week as outlined in their Contract of Participation. Job contacts would be made in person by the FSS participant and documented by the participant completing a job lead sheet which will be presented to the case manager. For some employment objectives, it would be acceptable for the participant to submit resumes to prospective employers with cover letter presented to the case manager as documentation of the job search effort.

C. Maintain Employment

Participants who become employed will be required to maintain employment. If conditions arise so that the participant thinks it necessary to resign from employment, the participant shall be required to consult with the case manager regarding the situation to ensure that all options have been explored which would permit the participant to continue employment, or obtain another job with equal or better pay and benefits, or improved career potential. Resignations against the advice of the case manager may result in termination from the program.

D. Success in Less than Five Years

Completes terms of the Contract of Participation and the households income exceeds the Fair Market Rent/Payment Standard and is independent of housing subsidy, and owes no debt to the Section 8 program.

Completes terms of the contract and has financial capacity to move into homeownership.

Completes terms of the Contract of Participation and is independent of housing subsidy, and owes no debt to the Section 8 program.

E. Conditions for Granting Extension of Contract beyond Five Years

Documented medical reason/educational requirements exceed five years.

Involuntary loss of employment for reasons beyond the control of the participant.

Special consideration for an extension to be given on a case by case basis after consultation with the case manager and approval by the Section 8 office.

F. Policy Regarding Acceptance/Participation of Non-absorbed Portability Transfers in the Family Self Sufficiency Program

Arlington County FSS will not provide case management services of FSS participants residing in, or coming to the locality with a portable Certificate or Voucher from another jurisdiction. Persons with portable Certificates or Vouchers from another jurisdiction who obtain permission from their jurisdiction to transfer, and who can continue to obtain FSS case management services from their original locality would be accepted for transfer. Portable families may sign up for FSS waiting list.

G. Policy for Readmittance to the FSS Program for Persons who Have Been Terminated from the FSS Program or Who Have Voluntarily Withdrawn from the FSS Program or Who Have Completed the Terms of Their Contract and Have Withdrawn the Escrow Fund

Persons who have been terminated from the FSS program, or who have voluntarily withdrawn from the FSS program, or who have completed the terms of their contract and have withdrawn the escrow fund, will not be permitted to participate in the FSS program for two years from the date of the termination.

GLOSSARY OF ACRONYMS

| | |
|-------------|---|
| ACAP | Arlington Community Action Program |
| TANF | Temporary Assistance to Needy Families |
| DHS | Department of Human Services |
| ESL | English as a Second Language |
| FSS | Family Self Sufficiency |
| GED | General Equivalency Diploma |
| PCC | Project Coordinating Committee |

v

THE FAMILY SELF SUFFICIENCY PROGRAM

1. OVERVIEW

The Mission Statement of the Alexandria Redevelopment and Housing Authority (ARHA) is to provide safe, decent and sanitary housing for low-income families who live in the City of Alexandria, Virginia. In providing this service, ARHA has also recognized that stable and secure housing is only one variable which impacts low-income families and their ability to achieve personal and economic self sufficiency. Over the past ten (10) years, ARHA has demonstrated a history of implementing a number of successful resident initiative programs. These programs, which include the Family Self Sufficiency Program, have all focused on the goals of family stability, community empowerment and economic independence.

The ARHA Family Self Sufficiency (FSS) Program was implemented in 1994. The FSS Program was one of several ARHA programs designed to promote economic stability among families who participated in the Section 8 Certificate/Voucher Program. Based on the amount of Section 8 Certificate and Vouchers issued to ARHA, after FSS Program requirements were established by HUD, ARHA was mandated to enroll 125 families into the FSS Program. However, early programmatic efforts which were approved by HUD, focused on intensive case management and a smaller enrollment of families. Later, ARHA chose to expand the program and meet the initial enrollment requirement. Today, the FSS Program and its services are coordinated with other resident initiatives, including the ARHA Welfare-to-Work grant funded program.

In 1997, the FSS Program waiting list was opened and families were recruited from public housing as well as from Section 8, enabling ARHA to meet the enrollment requirement in 1999. At the beginning of the year 2000, the FSS Program is expected to provide services to 120 families. There are 100 assisted housing (Section 8) families and 20 public housing families.

The primary goals and objectives of the FSS Program is to move families living in assisted and public housing towards personal and economic self sufficiency and eliminate family dependence on government assistance. Through the combined efforts of ARHA, the FSS Coordinating Committee, Local City Government, social services agencies, educational institutions, and the public and private sector, the FSS Program has developed a comprehensive approach utilizing community partnerships to address the employment, educational, social, housing, and economic needs of participating FSS families.

2. OUTREACH EFFORTS TO ENROLL FSS PROGRAM PARTICIPANTS

A. Recruitment and Selection Criteria

Recruitment efforts were directed to participating families in the Section 8 and Public Housing programs. Flyers were mailed to Section 8 families in October 1998 and again in April 1999 announcing an orientation session and incentives for participation in the program. Incentives for program participation

included: escrow accounts, personal counseling and self improvement, workshops on such topics as money management, parenting, home ownership training, and employment training.

recruitment Section 8 Placement Officers also made referrals to the program. Special efforts were targeted towards Hispanic families and the elderly.

Families who responded to the flyers and those who were referred by Placement Officers represented working families and families, who at the present time of the referral, were receiving public assistance. The primary selection criteria was 1) the respondents attendance at the orientation session, and 2) attendance at a follow-up appointment to complete the application and needs assessments before being enrolled into the FSS Program.

ARHA's Recruitment efforts were successful in the enrollment of the mandated 125 into the FSS Family Self Sufficiency Program. ARHA is no longer accepting families into the FSS Program.

B. Demographics

Families who are participating in the FSS Program are primarily headed by a female head of household. The families are predominately African American with the next largest race being white followed by families of Hispanic origin. The average household size is three, one adult and two children. The majority of participants are working families. However, employment training and advanced training has been expressed as an area of concern to achieve job stability.

Demographic information from the ARHA Family Self Sufficiency Program current participants were analyzed as follows:

| | |
|--------------------------|-----|
| Male Head of Household | 6% |
| Female Head of Household | 94% |
| African American | 80% |
| White | 10% |
| Hispanic | 5% |
| Asian/Pacific Islander | 2% |
| African | 3% |

3. SUPPORTIVE SERVICES PROVIDED BY THE FSS PROGRAM AND COORDINATED THROUGH PUBLIC AND PRIVATE RESOURCES

A. Employment - Job training and job preparedness such as resume writing, developing interviewing skills, and assessing hidden job markets are essential in ensuring that individual(s) have a marketable skill to enjoy the benefits of long-term stable employment.

recruited Employment needs of the elderly is also an area of focus as the program has elderly individuals.

- B. Education - A High School Diploma and/or General Equivalency Diploma (GED), and advanced degrees are essential. FSS participants are encouraged to obtain GED training and pursue advance training as the lack of education, even at the high school level limits a person's job potential.
- C. Child Care - No fee or subsidized child care programs are important for working parents, especially during non traditional hours. Not only are child care resources needed, but care for elderly relatives can also present obstacles to gaining self sufficiency.
- D. Health Care - Lack of affordable health care services for families, particularly the "working poor" can create financial hardships for families who are trying to maintain economic stability, and who can not afford to pay for health insurance.
- E. Substance Abuse - Referral services for families and/or a family member with substance abuse problems or history of such.
- F. Transportation - Lack of financial resources for transportation has been identified families to as an obstacle as transportation is necessary to enable participating FSS commute to their job or place of training.
- G. Peer Support and Personal Counseling - Peer support through support groups, counseling skills are ongoing individual and family counseling, mental health assessments, multi-cultural (including English as A Second Language classes (ESL), and parenting areas which are addressed in the FSS Workshop series.
- H. Financial Planning and Credit Repair - Participating families have identified financial manage planning and credit repair counseling as a needed service to learn how to increased incomes and to deal with poor credit.
- I. Home ownership Training - Over half of FSS Program participants identify Home ownership as a short term or long term goal. While it is realistic for some, other families need more preparation and education. ARHA has made homeownership training mandatory for all FSS Program participants .
- J. Housing - Although FSS Program participants receive housing assistance, finding affordable housing remains a constant source of anxiety for families as market rents have increased in the area, and more recently, landlords refusals to accept Section 8 Vouchers and/or Certificates.
- K. Workshops - Workshops are sponsored for program participants providing families with useful information which will assist them in achieving their goals.

L. Peer Support Initiatives - Peer support among participating families is seen as a means of motivation. Focus groups are also useful and can be targeted to a specific population. Workshops will cover such topics as domestic violence, substance abuse, health and mental health issues, and parenting issues.

M. Case Management - The FSS Case Manager is responsible for case management activities. The FSS Case Manager will work in collaboration with the ARHA Social Services Department, the FSS Coordinating Committee and agencies within the City of Alexandria to provide resources and services to participating families.

(A more detailed description of job responsibilities are provided in the following section)

4. STAFF

A. The Family Self Sufficiency Case Manager
The ARHA Housing Operations Department, under the guidance of the Director, is responsible for the administration of the Family Self Sufficiency Program. This Department is responsible for management services to all public housing and market rate units owned by ARHA. Managed properties include town houses, garden apartments, and high-rises. This department also is responsible for: tenant selection, screening and placement, annual re-certifications, resident orientations, and the administration of the Section 8 Certificate and Voucher program.

The FSS Coordinator position is responsible for the management and day to day operations, housing recertifications, program development, monitoring of escrow accounts, reporting, and informing the FSS Coordinating Committee about the program's progress including service delivery and needed resources. The FSS Coordinator will, in essence, provide the necessary support to ensure that program participants have access to those supportive services described in the previous section which will enable them to achieve their goals identified in the Contract of Participation.

The primary duties of the FSS Coordinator are:

Ongoing monitoring and modification of Individual Training and Service (TSP) of families presently enrolled in the FSS Program;

and Provide for the integration of HUD requirements regarding the Section 8 Public Housing Programs with the FSS Program policies and procedures;

requires Monitor families in accordance with the FSS implementation plan which three (3) contacts per calendar year;

Perform annual Recertifications;

Provide general case management services such as individual and family counseling, information and referral of supportive services, organizing the FSS Workshop series and other social activities;

involving
health care,
Communicate and advocate ongoing with public and private agencies
resources including education, child care, employment training,
substance abuse, and transportation;

Maintain reports and monitor escrow accounts;

Provide periodic reports to FSS Coordinating Committee;

Operations,
Provide reports to the Executive Director, Director of Housing
ARHA staff, and to HUD as required; and

5. FSS PROGRAM POLICIES

Participating families are required to adhere to and understand program goals and responsibilities of the Section 8 and Public Housing Programs. Families are to comply to the Annual Recertification process and notify the FSS Case Manager of changes in income or family composition, and also to comply with all parts of the Contract of Participation , including modifications as necessary.

The Contract of Participation will adhere to a maximum five (5) year term for completion of all activities and full employment for the head of the family (in accordance with HUD Regulation -52650 dated May, 27, 1993). An extension of up to two (2) years is available with approval by the FSS Coordinating Committee.

The **Contract of Participation** is an agreement between the Alexandria Redevelopment and Housing Authority and a participating family. The Contract specifies the principal terms and conditions governing participation in the FSS Program including:

The rights and responsibilities of the Alexandria Redevelopment and Housing Authority;

Provisions for escrow account.

The Contract of Participation is automatically terminated if the FSS family's

Section 8 assistance and public housing assistance is terminated by ARHA. The contract may also be terminated before the expiration of the contract term as a result of:

Mutual consent of all parties involved;

The family's withdrawal from the FSS Program;

Other acts considered inconsistent with the purpose of the FSS program; or

Failure of the FSS family to meet its obligation under the Contract of Participation.

FSS families who fail to comply with the requirements under their Contract of Participation will be given an opportunity for a face to face review of the circumstances by the FSS review panel prior to withholding supportive services or formal termination action. A three (3) person subcommittee of the FSS Coordinating Committee will act as the FSS review panel. The review panel will decide whether sufficient grounds exist to withhold supportive services, or for proposing and pursuing formal termination action on a case by case basis.

The FSS Case Manager will notify the family by certified letter of the intent to withhold supportive services and reasons for the action.

The notification will give the family 14 days from the date of the letter to present a written request for review by the FSS review panel. If the family fails to request a review by the FSS review panel, a formal notice will be mailed to the family regarding the withholding of supportive services and termination. This formal notice will offer FSS families and opportunity for an informal hearing under the policy developed by ARHA. The family should send their written request to the FSS Case Manager.

If the family requests a review of the proposed action taken by the review panel, the family will be notified in writing of the date, time and location of the FSS review.

At the review, the FSS Case Manager will present the reasons for the proposed termination action or reasons for withholding supportive services. The family will be given an opportunity to explain their individual circumstances for consideration by the review panel. Within 14 calendar days, the review panel will render a written recommendation regarding the proposed termination action or proposal to withhold supportive services.

If the review panel decides that formal action is not warranted based on the record submitted at the hearing or individual circumstances of the family, no formal action will be taken.

If the family fails to appear for the scheduled review, and does not contact the

FSS Case Manager prior to the scheduled time to reschedule the review, formal action will be pursued. A second formal notice will be mailed to the family giving them an opportunity for a second informal hearing date under the policy developed by the FSS Case Manager and the FSS Coordinating Committee and approved by ARHA. If there is a “no show” for this meeting, the action will be upheld.

Termination of participation in the FSS Program does not automatically include the termination of Section 8 and Public Housing assistance, but does result in the termination of supportive services associated with the FSS Program.

D. SECTION 8 AND PUBLIC HOUSING PARTICIPANT HEARINGS
REGARDING TERMINATION OF HOUSING ASSISTANCE

As per Federal Regulations, Section 8 and Public Housing participants are provided an opportunity for an informal hearing upon termination of housing assistance. Families are notified by certified letter regarding termination of housing assistance. Once a family is informed of the reason(s) for termination, the family can request a hearing.

The request for a hearing must be submitted in writing fourteen (14) days upon receipt of notice of termination. The family will be notified in writing as to the date and time of the hearing.

Before the informal hearing, the family has the opportunity to examine the documents directly relevant to the hearing (Documents include records and regulations). The family may also copy, at 25 cents per page, all ARHA documents and evidence. Likewise, ARHA must be allowed to copy, at ARHA's expense, all of the family's documents and evidence. If the family does not make the document available, the family may not rely on the document at the hearing.

The family may be represented by legal counsel. Both the family and ARHA have the opportunity to present evidence and question witnesses.

Participants who do not appear for the informal hearing, or call prior to the informal hearing to reschedule, will be terminated as per the notice of termination.

Within 14 calendar days, the family will be notified by mail of the Housing Authority's recommendation regarding termination of housing assistance. The recommendation is final, unless otherwise litigated in the court system.

6. THE FAMILY SELF SUFFICIENCY COORDINATING COMMITTEE

A. Purpose

The FSS Coordinating Committee (further referred to as CC) has a very important role in the development and maintenance of the FSS Program. The CC is made up of representatives of the public and private sector who serve in organizations that support or compliment the concept of self sufficiency.

Members serve in a voluntary capacity. The size of the CC has not been limited in order to allow for the recruitment of new members as either current members drop out or as the need arises for representation by a particular group or organization. The CC provides input and trouble shoots on behalf of program participants as gaps in service delivery have been identified by the FSS Coordinator. The role of the CC is to ensure that the service needs of program participants are being addressed and are no longer obstacles to economic self sufficiency. The CC primary

responsibilities are to:

1. Establish the policies that guide the FSS Program;
(In accordance with HUD)
2. Develop and maintain an acceptable implementation plan and schedule;
3. Monitor and evaluate the progress and administration of the FSS Program;
4. Identify obstacles to the success of the FSS Program and develop effective approaches to overcome them;
5. Mobilize adequate resources in support of FSS Program objectives;
6. Inform the general community of the FSS Program and solicit their support for its basic goals;

The CC will meet on a quarterly basis. The meeting date and time will be determined by the Alexandria Redevelopment and Housing Authority. Each member of the CC will be notified in advance of the meeting and provided with an agenda.

B. Sub-Committees

Subcommittees of the CC are organized to address specific policy and programmatic issues (i.e., program evaluation, resource development, case management, etc). An Escrow Subcommittee was established as a result of an increased in requests for interim and permanent escrow account withdrawals.

Guidelines for escrow account withdrawals were established by the sub-committee and approved by the CC members. All requests for escrow account withdrawals are brought before the FSS Escrow Subcommittee. The Escrow Subcommittee will review and make recommendations on program participants requests for interim and permanent escrow account withdrawals. Escrow account withdrawals are based on the following criteria.

1. Fulfillment of specific interim goals identified in the contract;
2. Tuition assistance, other school costs, job training, or business start-up expenses;
3. Medical emergency; or
4. Purchase of a car.

All requests must be submitted with written documentation describing any of the above criteria. Approval of withdrawals are signed by either the Director of Housing Operations or the Executive Director of the Housing Authority. The Escrow Sub-Committee will meet on an as needed basis.

7. ESCROW ACCOUNTS

A. Management of Accounts

ARHA will establish an escrow account for participating FSS families. In accordance with HUD requirements, ARHA will credit to this account a portion of the increase of rent paid that would otherwise result from increases in earned income of family members during the term of this contract. Funds held in these accounts will be held in escrow.

The rate of interest credited to these accounts will be based upon the interest rates of local financial institutions.

Escrow account withdrawals must be reviewed and recommended by the Escrow Subcommittee. Approvals are signed by the Director of Housing Operations and the Executive Director. (Refer to section 6-B).

The management of escrow accounts will primarily be the responsibility of the ARHA Finance Department, but in close coordination with the FSS Coordinator. The FSS Coordinator will submit on a monthly basis, updated HUD 50058 forms of participants who have been recertified to the Section 8 Accountant to record FSS Program participant's escrow account activity. It is the responsibility of the FSS Coordinator to mail annual statements, in accordance to HUD regulations, to program participants.

B. Portability (Relocation and participation in the FSS Program of the receiving HA
A relocating FSS family may participate in the FSS program of the receiving HA, if the receiving HA allows the family to participate in it's program. An HA is not obligated to enroll a relocating FSS family in it's FSS program. Regardless of whether the relocating FSS family remains in the FSS program of the initial HA or is enrolled in the FSS program of the receiving HA, there will be a single FSS account which will be maintained by the initial HA. When an FSS family will be absorbed by the receiving HA, the initial HA will transfer the family's FSS account to the receiving HA.

C. DISBURSEMENT OF ESCROW FUNDS

The disbursement of escrow account funds may be paid to the participating family providing the family does not owe ARHA money, and has met the following requirements:

1. Approval by the CC that the family has met its requirements under the Contract of Participation.

2. The head of family certifies that he/she is no longer receive any Federal, State, local, or public assistance (this does not include housing assistance).

D. FORFEITURE

The amount in a participating families's escrow account may be forfeited for any of the following reasons:

1. When the Housing Authority determines that the head or participating family member has failed to fulfill the terms of the Contract of Participation;

2. Withdrawal of the family from the FSS Program;

3. Mutual consent of the parties; or

4. By such other act as is deemed inconsistent with the purpose of the FSS program.

In the event that a family's escrow account goes into forfeiture, the FSS Case Manager will notify the family by certified mail stating the reasons for the action taken. If the family agrees with the action taken against the account, the family will have the right to an informal hearing based on the informal hearing policy described in Section 5-C.

E. Reporting on FSS Accounts
ARHA is required to make a report, at least once annually to each FSS family on the status of the family's FSS account. At a minimum, the report will include:

- A. The balance at the beginning of the reporting period;**
- B. The amount of the family's rent payment that was credited to the FSS account during the reporting period;**
- C. Any deductions made from the account for amounts due to ARHA before interest is distributed;**
- D. The amount of interest earned on the account during the year; and**
- F. The total in the account at the end of the reporting period.**

8. PUBLIC AND PRIVATE AGENCIES PROVIDING RESOURCES AND SERVICES TO THE FSS PROGRAM

Alexandria Office of Employment Training - Programs through this office provide employment and vocational training and job preparedness services including, resume writing, interviewing, GED (General Equivalent Diploma) educational training, and job search.

Alexandria Department of Human Services (DHS) - Job Link Program - The Department is responsible for the administration of eligibility and entitlement programs, and other social services mandated by Federal and State Governments. As a result of Welfare-to-Work initiatives, DHS has developed the Job Link program designed to assist and prepare TANF recipients for the work force by offering employment training, job preparedness services, case management, computer training classes. Individuals are screened and are referred to training while meeting the work mandate. The goal is to prepare those individuals leaving welfare for work with more stable and long-term employment to support their families.

Alexandria Department of Social Services (DSS) - Provides emergency financial assistance and transportation for eligible families and low-income making the transition from welfare-to-work. The DSS also administers the Health Care Insurance Program for children under the age of 18 whose families can not afford health insurance. Other services provided by

DSS include subsidized or no fee child care for eligible families.

Northern Virginia Community College - Recruits low-income families for advanced training and provide educational counseling and makes recommendations to address remedial concerns of low-income families on the college level.

Alexandria Health Department - Families who can not afford health care are referred to this agency for health care maintenance and follow-up. They perform immunizations and well child care. Fees are based on the family's ability to pay. Families in need of ongoing follow-up are referred to the Casey Clinic. The Health Department has been instrumental in securing funds to provide health care insurance for eligible families.

Alexandria Hospital - Works in collaboration with the Alexandria Health Care Department to ensure that the health needs of low-income families are being met. The Hospital has also served as an employment resource for qualified program participants.

The Department of Mental Health, Mental Retardation and Substance Abuse -The availability of mental health and substance abuse services is an important resource for participating families. The Department provides a variety of outreach and prevention services which include: substance abuse education, anger management, domestic violence workshops, self-empowerment groups and Leadership Training. The Department has contributed to the FSS Workshop Series.

Local Banks - Banks in the area have been instrumental in providing financial management workshops, credit repair seminars and home ownership training. The FSS Coordinating Committee has representation from the banking institution which has been helpful to program participants in home ownership.

Old Presbyterian Meeting House - Located in Old Town Alexandria, provides emergency financial assistance once during a calendar year to families with limited resources. Funding for these services are donated from local churches and the church congregation. The amount of assistance is based on family composition, income and overall needs. The Old Presbyterian Meeting House is also responsible for the "Adopt a Family" Program which provides supportive services and mentoring to families who have been previously homeless and are now living on their own.

ALIVE! (Alexandrians Involved Ecumenically) - ALIVE! is a coalition of 37 of Alexandria's religious congregations. Their main mission is to assist low-income families with emergency and long-term needs to help them to become self sufficient.

ALIVE! has remained a constant support for FSS families. Individuals are eligible for assistance every three (3) months. A food closet is also on site and is used to feed needy families throughout the City.

Northern Virginia Urban League (NOVUL) - This organization has long standing relationship with ARHA. They provide youth services and job training and placement services for the elderly. Elderly program participants have been referred to the NOVUL for job training and job placement activities.

ARHA Alternative Learning Center (ALC) - Provides after school educational programs for public housing youth. More importantly, the ALC provides GED training and preparation for FSS families.

ARHA Department of Social Services - This ARHA Department administers a variety of grant funded programs which provide employment training and educational opportunities for eligible FSS families.

The Regional Opportunity Counseling (ROC) - ROC provides housing and supportive services to Section 8 families. In addition to housing counseling, ROC provides referrals for employment training, child care, mental health and substance abuse services, medical services, home ownership training, and financial management. The goal of the ROC Program is to move families from high poverty to low poverty areas, while providing the client with information to make the best housing choice.

9. PROGRAM IMPLEMENTATION

FSS Program participants are required to maintain three (3) mandatory contacts per year with the FSS Case Manager. One of the mandatory contacts will be the annual recertification which will be completed by the FSS Manager who is responsible for the overall administration of the FSS Program.

The remaining two (2) forms of contact can be one of the following: 1) a face to face interview to discuss progress and update of contract goals, and/or case management activities, 2) a phone interview, or 3) an interim recertification.

The FSS Workshop Series provides program participants with educational information and other useful resources to assist them in achieving their goals. Four (4) workshops will be scheduled per year. The workshops are scheduled in the evening hours to accommodate working families. Attendance will be voluntary unless the workshop is a part of the Training and Service Plan (TSP).

Focus groups and other supportive groups will be scheduled upon the demands and needs of participating families. Program implementation will follow the schedule in the attached Annual Calender.

All remaining contacts will be left up to the individual program participants. It has been observed by the FSS Case Manger that many of the participating FSS families need additional support throughout the year when confronted with personal emergencies. The FSS Case Manager will actively pursue funding to accommodate increased staff needs as a result of the demand for more intensive individual support. This also pertains to other family members and they are not excluded from meetings as family members may receive services from the FSS Program.

10. PROGRAM EVALUATION AND REPORTING

A. Evaluation

The Family Self Sufficiency Program will be evaluated on an annual basis by the FSS Coordinating Committee and the Director of Housing Operations. Quarterly evaluations are also provided to the Executive Director and the Director of

Housing Operations. Areas to be evaluated will include the following:

- 1. An Assessment of the implementation plan and schedule.**
- 2. An Assessment of progress measured against the established goals and objectives for the FSS Program including such factors as:**
 - Families and individuals who graduate as scheduled;**
 - Families and individuals who obtain successful and stable employment;**
 - Number of families and individuals who successfully complete a training program;**
 - Number of FSS Program participants who establish active escrow accounts;**
 - Number of FSS Program participants who achieve home ownership.**
- 3. HUD and ARHA reporting requirements.**
- 4. Recommendations for changes and adjustments based on information gathered.**

For annual evaluations, decisions will be made concerning changes and adjustments to the FSS Program in preparation for the next twelve (12) months of operations. The FSS Case Manager will assist the CC with the collection of the required information from participating families and agencies involved in the FSS Program.

B. ARHA Reporting Requirements

The FSS Case Manager, as previously indicated, is also responsible to prepare quarterly reports to the ARHA Executive Director, Director of Housing Operations. Reports may include information such as: where the family is in terms of completing their goals, number of families who have completed employment training, who are attending employment training classes, families who have been successful in obtaining meaningful employment, information regarding families and home ownership opportunities, and those families with active escrow accounts.

This information will also be used to evaluate the FSS Program and assess the need for additional services.

11. DEFINITIONS/LOCAL FSS POLICY CLARIFICATIONS

- A. Seek Employment -Job ready participants must make the minimum number of job contacts per week as outlined in their Contract of Participation. Job contacts would be made in person by the FSS participant and documented by the participant**

completing a job lead sheet which will be presented to the case manager. For
some employment objectives, it would be acceptable to send Resumes with cover
letters which will also be acceptable documentation for a job search activities.

B. Maintain Employment - Participants who become employed will be required to
maintain employment. If conditions arise so that the participant thinks it necessary
to resign from employment, the participant shall be required to consult with the
case manager to ensure that all options have been explored. Resignations
against the advice of the case manager may result in termination from the program.

C. Success in less than five years - Completes terms of the Contract of Participation and the household income exceeds the Fair Market Rent/Payment Standard and is independent of housing subsidy, and owes no debt to the Section 8 or public housing program.

home- Completes the terms of the contract and has financial capacity to move into ownership.

subsidy, and Completes terms of the Contract of Participation and is independent of housing subsidy, and owes no debt to ARHA.

D. Conditions for granting an extension of Contract beyond the five years

Documented medical reasons/educational requirements exceeds five years.

Involuntary loss of employment for reasons beyond the control of the participant.

consultation Special consideration for an extension to be given on a case by case basis after with the case manager and approval by ARHA.

E. Policy for Readmittance to the FSS Program for persons who have been terminated from the FSS Program or who have voluntarily withdrawn from the FSS Program or who have completed the terms of their contract and have withdrawn the escrow fund - Persons who have been terminated from the FSS Program, or who have voluntarily withdrawn from the FSS Program, or who have completed the terms of their contract and have withdrawn the escrow fund, will not be permitted to participate in the FSS Program for two (2) years from the date of termination.

**THE ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY
FAMILY SELF SUFFICIENCY PROGRAM
YEAR 2001 ACTION PLAN**

TABLE OF CONTENTS

| | | |
|-----------|--|----------|
| I. | THE FAMILY SELF SUFFICIENCY PROGRAM | |
| A. | Overview | 1 |
| 2. | OUTREACH TO CURRENT PROGRAM PARTICIPANTS | 1 |
| A. | Recruitment and Selection Criteria | 1 |
| B. | Demographics of Program Participants | 2 |
| 3. | SUPPORTIVE SERVICES PROVIDED BY THE FSS PROGRAM AND COORDINATED THROUGH THE PUBLIC AND PRIVATE SECTOR | |
| A. | Employment | 2 |
| B. | Education | 2 |
| C. | Child Care | 2 |
| D. | Health Care | 3 |
| E. | Substance Abuse | 3 |
| F. | Transportation | 3 |
| G. | Peer Support and Personal Counseling | 3 |
| H. | Financial Planning and Credit Repair | 3 |
| I. | Home Ownership Training | 3 |
| J. | Housing | 3 |
| K. | Workshops | 3 |
| L. | Peer Support Initiatives | 3 |
| M. | Case Management | 3 |
| 4. | STAFF | |
| A. | The Family Self Sufficiency Case Manager | 4 |
| 5. | FSS PROGRAM POLICIES | |
| A. | Responsibilities of Participating Families | 5 |
| B. | The Contract of Participation | 5 |
| C. | Termination of the Contract of Participation | 5 |

| | | |
|-----|--|----|
| D. | Section 8 and Public Housing Participation Regarding Termination of Housing Assistance | 7 |
| 6. | THE FAMILY SELF SUFFICIENCY COORDINATING COMMITTEE | |
| A. | Purpose | 7 |
| B. | Sub-Committee | 8 |
| 7. | ESCROW ACCOUNTS | |
| A. | Management Accounts | 8 |
| B. | Portability | 9 |
| C. | Disbursement of Escrow Funds | 9 |
| D. | Fortfeiture | 9 |
| E. | Reporting on FSS Accounts | 10 |
| 8. | PUBLIC AND PRIVATE AGENCIES PROVIDING RESOURCES AND SERVICE TO THE FSS PROGRAM | 10 |
| 9. | PROGRAM IMPLEMENTATION | 12 |
| 10. | PROGRAM EVALUATION AND REPORTING | 12 |
| A. | Evaluation | 12 |
| B. | ARHA Reporting Requirements | 13 |
| 11. | DEFINITIONS/LOCAL FSS POLICY CLARIFICATIONS | |
| A. | Seek Employment | 13 |
| B. | Maintain Employment | 13 |
| C. | Success in Less Than Five Years | 14 |
| D. | Conditions for Granting an Extension of Contract Beyond Five Years | 14 |
| E. | Policy for Readmittance to the FSS Program | 14 |

GLOSSARY OF ACRONYMS

| | |
|-------------|---|
| TANF | Temporary Assistance to Needy Families |
| DHS | Department of Human Services |
| DSS | Department of Social Services |
| ROC | Regional Opportunities Counseling |
| GED | General Equivalency Diploma |
| FSS | Family Self Sufficiency |
| CC | Coordinating Committee |
| ESL | English as a Second Language |

PAYMENT STANDARDS

The payment standards have been set at 110% of the current Fair Market Rents. The most recent fair market rents that went into effect on October 1, 1999 were:

FMR effective 10/1/99

**Effective 7/1/00
New APS at 110% are:**

| | | | |
|-----------------------|----------------------|-----------------------|----------------------|
| Efficiency | \$ 630 | | Efficiency |
| | | | \$ 693 |
| One Bedroom | \$ 716 | | One Bedroom |
| | | | \$ 788 |
| Two Bedrooms | \$ 840 | | |
| | Two Bedrooms | \$ 924 | |
| Three Bedrooms | \$1145 | Three Bedrooms | \$1260 |
| Four Bedrooms | \$1380 | | Four Bedrooms |
| | | | \$1518 |
| | Five Bedrooms | \$1587 | |
| | | | Five Bedrooms |
| | | | \$1746 |
| Six Bedrooms | \$1784 | | |

ARHA will conduct a survey of rents to determine if the APS should be higher than 110%. The same payment standards will be used for all increments of funding.

Issues to be analyzed in determining the Payment Standard

Are Assisted Family Rent Burdens Excessive?

ARHA may review information regarding the average rent burden by bedroom size by FMR area annually to determine whether the average rent burden is more than 45% of income. ARHA may also review this when the new FMRs are published.

Is There Suitable Vacant Units Available Below The Payment Standard?

ARHA will review the local vacancy rate by bedroom size to determine whether there is an ample supply of vacant units available below the Payment Standard when making the determination as to whether to increase the Payment Standard.

What Are The Market Factors, Which Will Influence The Decision?

If it appears that a Payment Standard increase is warranted, ARHA will review local market factors and financial feasibility to determine whether an increase in the Payment Standard should be made, and if so, how much of an increase should be made.

Any of the following market factors may be used in making the determination:

ARHA may review the quality and size of units, selected by participant families where the Rents to Owner are above the Payment Standard by more than 25%. In that case, if more than 50% of families have selected above average units in the FMR area for any bedroom size and /or have selected units larger than listed on their voucher, ARHA may elect not to increase the Payment Standard nor continue the analysis.

The Section 8 Placement Officer will review the owner's request for rent increase at annual recertification and rent reasonableness will be performed by the Placement Officer to see if it is in the range of other increases.

ARHA will review information regarding the local vacancy rate by bedroom size and consider that information in relation to the average time period for finding eligible housing.

ARHA will compare its Payment Standards with any recent information published on rents by the City of Alexandria's Tenant Landlord office or Planning Department.

Is it Financially Feasible:

ARHA will review the budget, the project reserve, and the impact various projected subsidy increases would have on the funding available for the program. In order to make this determination, ARHA's Section 8 office may compare the average Gross Rent paid by the families paying more than 45% of their income for rent (from a sample) to the current Payment Standard and the current FMR.

ARHA will also take into consideration legislative changes that have or have not been implemented, which will affect tenant contribution. Based on these factors, ARHA may propose an increase if warranted.

If the number of families served will have to be reduced, the Section 8 office will make a decision as to whether to:

- **Reduce the number of families served as housing vouchers turn over**
- **Grant a smaller increase than originally projected**
- **Grant no increase at that time**
- **Grant an increase only for certain unit size.**
- **Request that HUD amend the Section 8 yearly budget to cover the increased APS.**